

**MCNICHOLS CIVIC CENTER BUILDING
AT CIVIC CENTER PARK**

Rental Rates

September 15, 2016 – December 31, 2017

6 hour event, 2 hour set up, 2 hour strike	**Commercial Rate	***Non Profit rate
Sunday - Wednesday*: use of 2 nd or 3 rd floor w/ 1 st floor registration area	\$4,000.00	\$3,000.00
Add on extra floor (events over 300 guests)	\$2,500.00	\$1,250.00
Load in day (10 hours)	\$1,250.00	\$1,250.00
Thursday - Saturday*: use of 2 nd or 3 rd floor w/ 1 st floor registration area	\$5,000.00	\$3,000.00
Add on extra floor (events over 300 guests)	\$2,500.00	\$1,250.00
Load in day (10 hours)	\$1,250.00	\$1,250.00
1 st floor event space (holds up to 100 people)	\$1,500.00	\$1,500.00
Conference Room rental (3 hours)	\$275.00	\$275.00
Carnegie Courtyard	\$500.00	\$500.00
*Premium Dates - The following dates are considered premium	\$6,000.00	\$6,000.00
4/1/2017, 4/8/2017, 4/22/2017, 4/29/2017, 5/13/2017, 5/20/2017, 5/27/2017, 6/10/2017, 6/24/2017, 7/1/2017, 7/8/2017, 7/8/2017, 7/15/2017, 7/22/2017, 7/29/2017, 8/19/2017, 9/16/2017, 9/23/2017, 9/30/2017, 10/7/2017, 10/14/2017, 10/21/2017		

Building Hours – Regular business hours are Saturday and Sunday, 10 a.m. – 3 p.m.

Capacity	Seated	Reception
First Floor	60	100
Second Floor	500	900
Third Floor	500	900
Entire Building	1000	1800

Qualification of group pricing structure

****Commercial or private entity** – defined as public or private sector (excluding city agency or nonprofit organization).

*****Non Profit** – organizations that hold a 501(c)(3) status. Excluding organizations with 501(c)(6) status, which is defined as: “Business leagues, chambers of commerce, real-estate boards, boards of trade, or professional football leagues (whether or not administering a pension fund for football players), not organized for profit and no part of the net earnings of which inures to the benefit of any private shareholder or individual.”

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Rental Rates (cont.)

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Rentals include:

- 35 – 5.5 round tables
- 15 – 6' banquet tables
- 20 – 3' cabaret tables
- 350 chairs
- 16'x16'x20" staging (additional labor fees will be assessed)
- 2 security staff (one indoor, one outdoor)

Incidental fees may be charged depending on activity:

- Added security staff will be required for events with more than 300 people in attendance. \$25/hour per guard
- Cleanup cost \$46/hour per staff member

Additional Rental Items

- Digital display use - \$100
- Ping pong table (up to 2) - \$100 each
- Audio/Visual equipment – please inquire for rates and specs
- Lounge furniture: couches, love seats, oversized chairs – please inquire for rates and availability
- Wi-Fi access for more than 25 users – please inquire for rates
- Outdoor lighting – please inquire for rates
- Podiums – please inquire for rates
- Easels – please inquire for rates

