

Ted Ferry Civic Center - Rental Rates Guidelines

For a complete hourly breakdown and fee schedule, please SEE Full Rate Chart Attached

Each Bay=\$25/hr; 2 Bays = \$45/hr; Ballroom=\$65/hr; Entire Facility \$70/hr; or w/Kitchen = \$80/hr.**

FULL Amenity Rentals include one (1) Bay, all A/V Equip. (including 2 mics and sound system), WIFI, Coffee Service. See RATE Chart.

Full Kitchen = \$150/day (or rented as part of Entire Facility) · \$50 Potluck Kitchen Use Per Bay Rented

Drop-off Catering or Food in Room = \$25/bay rented (if add'l labor is required for clean-up, extra charges may apply)

Additional Monitor Fees or Labor for Set-up & Breakdown will be charged at the rate of \$25 per hour.

All rentals must end before 2:00am. Prescheduled rentals outside of 7am-12:30am are an add'l \$75/bay or \$200/Entire Facility per hour.

Non-scheduled OVERTIME checkouts MAY be accommodated for \$125/bay or \$250/Entire Facility per hour. *Discounts NOT applied to this fee.*

Discounts apply to room rental only. Discount does not include after hours, late charges, equipment or other.

15% room discount to individuals and businesses within the limits of the City of Ketchikan

25% Discount to Local Public Schools

35% room discount to LOCAL non-profit organizations. Must provide copy of 501c IRS Document.

<u>Audio Visual Equipment</u>	<u>Daily Rate</u>	<u>Equipment and Furnishings</u>	<u>Rate Each</u>
CD Player, TV Set, VCR, Slides Proj., DVD Player (each)	\$15.00	Dance Floor (72 3x3 pieces available) Sm, Med, Lrg.***	\$75 - \$100 - \$125
Dry Erase Board w/markers	\$10.00	Disco Ball with spotlights	\$25.00
Digital Recorder (1)	\$15.00	Place settings (does not include champagne or wine glasses)*	\$1.00/ea
Flip Chart easel w/pad (extra paper+ add'l)	\$20.00	Platforms 4'x8' (12) – per event changeover	\$15.00
Flip Chart easel w/out pad (1 per room comp'd)	\$5.00	Podiums (4)	N/C
Laptop Computer w/WIFI (\$15/hour or \$50/day)	\$50.00	Spotlight Fee (per light, per hour used)	\$5.00
Laser pointer	\$5.00	Tables: Classroom 6'x18" (40) Banquet 8'x30" (60)	N/C
Microphone (corded) (11)	\$10.00	Banquet rounds 5' (38) Cocktail rounds 30" (10)	
Microphone-lapel (1)	\$20.00	5'x2' (9) 6'x30" (6)	
Microphone-cordless handheld (3)	\$20.00	Table cloths – White or Burgundy*	\$6.00
Mixer board (set-up and use of sound system)	\$25.00	Table napkins – White or Burgundy*	\$1.25/ea
Multimedia Projector (2)	\$40.00	Table skirting*	\$18.00
Portable Screen (when rented w/AV equip)	N/C	– White, Black, Burgundy or Navy blue (varied sizes)	
Portable Screen (w/out renting AV equip)	\$10.00		
PowerPoint Remote (w/USB receiver)	\$8.00	<u>Office Services:</u>	
Teleconference Unit & phone line	\$35.00	Color prints (per page)	\$1.00
Telephone line (local & toll free calls only)	\$15.00	Fax per page (send - local)	\$0.25
Sound System - Basic with Mixer & One Mic (Per Bay)	35.00	Fax per page (send - long distance) first page	\$2.00
Sound System - Basic with One Mic (Ballroom)	\$60.00	Additional pages	\$0.25
WIFI (per 5 devices, per day)	\$8.50/hr; \$35/day	Fax per page (receive)	\$0.50
		Lamination (per 8 1/2 x 11" sheet)	\$3.00
<u>Coffee, Food & Other Event Services</u>		Laser prints (per page)	\$0.25
Coffee/Water/Tea Service (per 25-cup pot)	\$25.00	Overhead transparencies (per page)	\$1.25
Deluxe Coffee Service (china cups & saucers, half/half)	\$50.00	Photocopies single-sided – 8 1/2" x 11"	\$0.15
Snack Service - min \$150 charge - varies by # of people being served and items requested \$6-\$9/pp	Call for Quote	Photocopies double-sided – 8 1/2" x 11"	\$0.20
Sound Technician (Advance Notice Required)	\$40/hr.	Photocopies single-sided – 8 1/2" x 14"	\$0.25
Event Monitor	\$25/hr.	Photocopy enlargements to 11x17" - color	\$2.50

*Damage or loss to place settings, equipment, linens, facility, etc., will be charged at replacement value on Final Invoice.

**Conversion = setting the room per customer specifications and after-event tear down. Mid-event changeovers are extra. Standard conversion fees are quoted within the room rental on the FULL RATE CHART. Extraordinary setups/cleanups are charged add'l labor.

***Dance Floor sizes and prices: Small (\$75) = 30 or less 3x3 squares; Medium (\$100) = 31 - 54 squares; Large (\$125) = 55-72 squares.