



FEE SCHEDULE

The following fees are charged for use of the facilities:

<u>1st Floor Rooms</u>	<u>First Five Hours*</u>	<u>Additional Hours</u>
<ul style="list-style-type: none">• Great Room	\$175.00	\$75.00
<ul style="list-style-type: none">• Living Room	\$100.00	\$50.00
<ul style="list-style-type: none">• Café	\$75.00	\$40.00
 <u>2nd Floor Rooms</u>		
<ul style="list-style-type: none">• Conference A	\$75.00	\$40.00
<ul style="list-style-type: none">• Conference B	\$75.00	\$40.00
<ul style="list-style-type: none">• Conference C	\$75.00	\$40.00
 <u>3rd Floor Room</u>		
<ul style="list-style-type: none">• Multipurpose Room	\$200.00	\$100.00

* Time does not include set-up and take-down time, but does include time required for decorating, debris removal and clean up by event sponsor.

A non-refundable deposit of 50% of the usage fee is required within five days of acceptance of the Application by SOC or the event reservation is subject to cancellation.

Unless otherwise agreed in the Facilities Use Agreement, event sponsor must provide THE HELM with a Certificate of Insurance, naming THE HELM as an additional insured in the amounts set forth in the Facilities Use Agreement.

Depending on the nature of the proposed event, THE HELM may require a damage and cleaning deposit in an amount determined by THE HELM. Any required deposit will be returned following the event, less appropriate deductions for cleaning or damage.

All fees and deposits must be paid in full before the event.