

Civic Center Fee Schedule w/Room Dimensions

| <u>Room #</u> | <u>Size</u> | <u>Room</u> | <u>Fee</u> | <u>Deposit</u> |
|---------------|-----------------|---|---------------|----------------|
| 102 | 18X23' | Diagonal Entrance/West Side | \$100 | \$50 |
| 104 | 20X23' | Small West Conference Room | \$100 | \$50 |
| 106 | 30X73' | Large West Conference Room | \$300 | \$50 |
| 108 | | Catering Kitchen | \$200 | \$50 |
| 100 | 100X120' | Main Exhibit Hall | \$825 | \$200 |
| 103 | 44X73' | Large East Conference Room | \$375 | \$50 |
| 109 | 20X30' | Small East Conference Room | \$150 | \$50 |
| 107 | 18X30' | Small East Conference Room | \$150 | \$50 |
| 111 | 20'X30' | Harvest Room-South Side | \$175 | \$50 |
| 113 | 30'X30' | Harvest Room-North Side | \$175 | \$50 |
| | | Chamber Corporate Boardroom (Availability determined by Chamber usage) | \$200/4 hours | \$50 |

Combination Prices

| | | |
|---|--------|-------|
| Rooms 100, 103 and 106 combined | \$1400 | \$300 |
| Entire Civic Center (excluding Chamber offices) | \$1600 | \$300 |

Multiple Day Usage - Up to Four Day Maximum

Second through fourth day will be charged half of full rate price for each additional day scheduled.

Long-Term Agreements

Any organization wishing to sign an agreement for regular weekly, semi-monthly or monthly use will receive a 20% discount off the regular room rate.

PLEASE MAKE NOTE OF THESE REQUIREMENTS:

- (a) An individual can reserve the room the day before the event at half price of the rent fee, and have full access all day between 8am-12am.
- (b) An individual can pay an \$80 hourly decorating fee to use the room the day before their event between the hours of 8am-4pm, as long as that room and date are available.
- (c) **Failure to submit a floor plan before the deadline will result in a \$60 late fee. Any changes requested by the renter after the deadline will be subject to a \$60 change fee.**
- (d) No throwing of rice, bird seed, confetti, etc. is allowed inside or outside the Civic Center. Any non-compliance and the charge for extra clean-up will be taken out of your remaining deposit.
- (e) There is a possibility that another event could be booked the day before your event. Therefore, to secure all dates required, reservations for all rooms and dates must be made at initial contract signing. Reservations are made on a strictly enforced first come first served basis.

For more information call the Bay City Chamber of Commerce and Agriculture at 979-245-8333 or 1-800-806-8333.

Bay City Chamber of Commerce 03/26/01

Rev. 2 Adopted by Bay City Council, September 27, 2001