

## 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	\$200	\$100
104	20X23'	Small West Conference Room	\$200	\$100
106	30X73'	Large West Conference Room	\$325	\$150
108		Catering Kitchen	\$225	\$150
<b>100</b>	<b>100X120'</b>	<b>Main Exhibit Hall</b>	<b>\$900</b>	<b>\$300</b>
103	44X73'	Large East Conference Room	\$400	\$150
109	20X30'	Small East Conference Room	\$200	\$150
107	18X30'	Small East Conference Room	\$200	\$150
111	20'X30'	Harvest Room-South Side	\$200	\$150
113	30'X30'	Harvest Room-North Side	\$200	\$150
		Chamber Corporate Boardroom (Availability determined by Chamber usage)	\$400/4 hours	\$150

### Combination Prices

Rooms 100, 103 and 106 combined	\$1600	\$500
Entire Civic Center (excluding Chamber offices)	\$1800	\$500

### 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, if 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 for 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.*