

# Palestine Rental Rates & Fees



Our rates and fees for facility use are below. Please contact our staff directly for any questions.

Facility: Palestine Civic Center	Size	Weekday Rates (Mon – Fri)	Weekend Rate (Sat – Sun)	Non-Profit Rate
Foyer	1,280 sq ft Seats 100	100.00	100.00	75.00
Small Meeting Room	Seats 25	50.00	75.00	50.00
MPR Room	6,820 sq ft Seat 300	300.00	400.00	300.00
Kitchen		100.00	100.00	100.00
Auditorium	Seats 1,423	375.00	450.00	375.00
Concession Stand		50.00	75.00	50.00
Concession Stand		50.00	75.00	50.00
Facility: Carnegie Library		Shower Rates (4 hr max)	Party /Wedding Rates	Non-Profit Rate
	Holds 100 <b>MAX</b>	75.00	150.00	75.00

- **Non-Profit:** This classification is defines as use by a non-profit organization, taxing or government agency (Proof of 501c3 or other non-profit status is required.)

**Deposit Policy:** A deposit of ½ the room rental and a signed rental agreement is required within 15 days of the date on the agreement. The balance is due 14 days prior to the first day of your event. Events booked within 14 days require a non-refundable cash or money-order payment equal t the total rental fee with the signed rental agreement. Additional deposits may be required.

**Cancellation Policy:** Notification of cancellation of an event must be received no later than 60 days prior to the event date to receive deposit back. Notification of cancellation received after this deadline will result in a forfeiture of the entire contract amount. All cancellations must be submitted in writing.

**Move-in/Move-out:** A half-day rental will be charged for each day of move-in or move-out.

**Event Security:** Security will be required for public events taking place after 5pm. Arrangements for security will be made by Event Coordinator. Security is \$30/hr per officer. Palestine Police Department is the sole security provider for the City of Palestine. Number of officers and hours will be determined by Event Coordinator.

## Additional Fees:

- ❖ Alcohol Surcharge - \$100.00
- ❖ Setup - \$100.00
- ❖ Cleanup & Tear Down - \$200.00