

The Stephenson
Master Fee Schedule - Section TBD

1.0	Facility Rental Options	Current Structure & Rates	Proposed Structure & Rates
1.1	The Stephenson		(a) Multi-Use A (b) Multi-Use B (include stage and Staging Kitchen) (c) Full Facility (includes stage and Staging Kitchen) (d) Greenroom
2.0	FEE BASIS	Current Structure & Rates	Proposed Structure & Rates
2.1	Fees are based on Peak/Non-Peak hours, Full/Half day rentals, and whether or not the user is a profit or non-profit organization.		
3.0	Definitions		
3.1	Resident		Residing address is within the City Limits.
3.2	Non-Resident		Residing address is outside the City Limits.
3.3	Non-Profit		As defined by ordinance.
3.4	Consecutive Hours		Rental time must be consecutive and include all setup and breakdown time.
3.5	Full Day Rental		Up to 12 consecutive hours. Additional hours may be added at an hourly rate.
3.6	Half Day Rental		Up to 6 consecutive hours. May add up to 2 additional hours (8 hour total max). Non-Peak days only.
3.7	Meeting Rate (hourly)		2 - 4 consecutive hours total (2-hour minimum). No catering or alcohol permitted. Light snacks and beverages may be allowed. Intended for meetings only. No social or celebratory events. No additional discount allowed. Non-Peak days only.
3.8	Peak		Friday-Sunday (all day)
3.9	Non-Peak		Monday-Thursday
3.10	Multi-Use A		Non-Peak Only
3.11	Multi-Use B		Non-Peak Only
3.12	Greenroom Only		Non-Peak Only
3.13	Full Facility (Multi-Use A+B w/ Greenroom add-on optional)		Peak and Non-Peak
3.14	Business & Community Events: Standard Event Rentals		Designed for meetings, educational programs, trade shows, retreats, and similar events with limited food service and no alcohol. Includes basic sound and projector use.
3.15	Business & Community Events: Standard Event Custodial		(1)Includes trash bin service throughout the event, floor cleaning, facility consumables (i.e., paper towels, soap, toilet tissue). Excludes bulk trash that does not fit in the trash bin, and table and chair setup and breakdown
3.16	Celebrations & Receptions: Full Service Event Rentals		Designed for receptions, banquets, catered events, celebrations, and events with alcohol service or live entertainment. Includes basic sound and projector use.
3.17	Celebrations & Receptions: Full Service Event Custodial		(1)Includes trash bin service throughout the event, floor cleaning, facility consumables (i.e., paper towels, soap, toilet tissue), and 4 hours of Porter Service. Excludes bulk trash that does not fit in the trash bin, and table and chair setup and breakdown

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4.0	PAYMENT OF FEES AND DEPOSITS	Current Structure & Rates	Proposed Structure & Rates
4.1	Non-Refundable Booking Fee must be paid in full once the rental request is approved by staff. Fee credits towards your overall room rental fee.		\$250
4.2	Refundable Damage Deposit: Must be paid in full within 120 days prior to your event. Damage Deposit fee shall not be returned until the facility has been inspected by staff and found in a condition equal or better to prior use by the applicant. Any damage or excessive cleaning required will be billed to the Licensee at actual cost plus a 15% administrative fee.		\$500
4.3	Room Rental Fees and Additional Other Fees: Must be paid in full within 120 days prior to your event. Final charges may be adjusted based on added or removed services		Set per Fee Schedule
4.4	Cancellation Policy: More than 120 days: Refund minus deposit; 30–120 days: 50% refund; Less than 30 days: No refund		
4.5	Credit Cards and Debit Cards Processing Fee		No more than 5% of the payment as defined by ordinance.
4.6	The City shall assess and collect a Service Charge Fee if for any reason a payment by Credit Card or Debit Card is not honored by the credit card company on which the funds were drawn.		\$25.00
4.7	NSF Fee for returned checks		\$25.00

5.0	ROOM RENTAL FEES	Current Structure & Rates		Proposed Structure & Rates	
		Business & Community: Standard Event Rentals	Celebrations & Receptions: Full Service Event Rentals	Business & Community: Standard Event Rentals	Celebrations & Receptions: Full Service Event Rentals
Multi-Use A					
5.1	Multi-Use A: Full Day Non-Peak			\$500.00	\$1,000.00
5.2	Multi-Use A: Half Day Non-Peak			\$300.00	\$600.00
5.3	Multi-Use A: Full Day Peak			N/A	N/A
5.4	Multi-Use A: Additional Hours			\$40.00/hr	\$60.00/hr
Multi-Use B					
5.5	Multi-Use B: Full Day Non-Peak			\$900.00	\$1,800.00
5.6	Multi-Use B: Half Day Non-Peak			\$500.00	\$1,000.00
5.7	Multi-Use B: Full Day Peak			N/A	N/A
5.8	Multi-Use B: Additional Hours			\$70.00/hr	\$90.00/hr
Full Facility					
5.9	Full Facility: Full Day Non-Peak			\$1,400.00	\$2,400.00
5.10	Full Facility: Half Day Non-Peak			\$800.00	\$1,800.00
5.11	Full Facility: Full Day Peak			\$2,000.00	\$3,000.00
5.12	Full Facility: Additional Hours			\$100.00/hr	\$150.00/hr
Greenroom					
5.13	Add-on Greenroom: Full Day Non-Peak			\$100.00	\$100.00

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5.14	Add-on Greenroom: Half Day Non-Peak			\$60.00	\$60.00
5.15	Add-on Greenroom: Full Day Peak			\$150.00	\$150.00
5.16	Add-on Greenroom: Additional Hours			\$25.00/hr	\$25.00/hr
6.0	MEETING RATE (2 hour minimum with 4 hour max)	Current Structure & Rates		Proposed Structure & Rates	
		Meeting Rate: General	Meeting Rate: Non-Profit/Gov't	Meeting Rate: General	Meeting Rate: Non-Profit/Gov't
6.1	Multi-Use A			\$100.00	\$75.00
6.2	Multi-Use B (no Staging Kitchen)			\$150.00	\$125.00
6.3	Full Facility (no Staging Kitchen)			\$250.00	\$200.00
6.4	Greenroom			\$50.00	\$30.00
7.0	CUSTODIAL FEES	Current Structure & Rates		Proposed Structure & Rates	
		Business & Community: Standard Event Rentals	Celebrations & Receptions: Full Service Event Rentals	Business & Community: Standard Event Rentals	Celebrations & Receptions: Full Service Event Rentals
7.1	Multi-Use A			\$150.00	\$300.00
7.2	Multi-Use B			\$220.00	\$370.00
7.3	Full Facility			\$260.00	\$450.00
7.4	Additional Porter Service Hours over 4 Hours			N/A	\$60.00/hr
7.5	Greenroom			\$35.00	\$35.00
7.6	Meeting (if serving food/drink. Only applies to Meeting Rate rentals)			\$35.00	
8.0	ADDITIONAL FEES	Current Structure & Rates		Proposed Structure & Rates	
8.1	Staff			\$30.00/hr/staff member	
8.2	Table Setup/Breakdown			Determined by Manager	
8.3	Bar Rental			\$50.00	
8.4	Holiday Fee			Events booked on city holiday or holiday weekends: 20% additional fee per event.	
8.5	After Hours Fee			Assessed to events that extend past defined rental contract event hours: \$50.00/hour/staff member in addition to hourly event space charges will be charged. Event and breakdown must be completed by the time that is specified in the rental contract. A minimum of 2 staff members are required onsite. Additional information related to business hours may be obtained by contacting the Rental Coordinator.	
8.6	Enhanced AV Package			Fee TBD at assessment per event specifications	
8.7	Audio/Visual Engineer			Fee TBD at assessment per event specifications	

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8.8	Pop-Up Vendor Electrical (110v)		\$10.00/day
8.9	Extension Cords		\$40.00/item/event
9.0	RENTAL DISCOUNT RATES	Current Structure & Rates	Proposed Structure & Rates
9.1	Resident Discount		10% off Room Rental rates only. Cannot be combined with additional discounts
9.2	Non-Profit Discount		25% off Room Rental rates only. Cannot be combined with additional discounts.
9.3	Business Opportunities (non-peak)		Manager may allow rental available space (60 days from event) at 50% of base rental fee or Manager may allow general use rental rate-booked 14 days or less days in advance for unused event space \$75.00 per hour/minimum 2 hours rental-maximum 4 hours rental.
9.4	Opening Year Discount		25% off Room Rental rates only. Only applicable to rental dates prior to October 1, 2027. Cannot be combined with additional discounts.