

## 2015 – 2016 Facility Rentals/Reservation Changes

*Effective October 1, 2015 the following amended facility rental and reservation rates and policies are in effect.*

### 2015 – 2016 Parks and Recreation Department Fee Schedule Changes

| Fee Type  | New Approved Fee  |
|---|-------------------|
| Resident/Non-Profit Damage and Clean up Deposit (Ballroom, Foyer, Great Lawn)                   | \$200             |
| Kitchen Rental (Per Day, 4 hour minimum) w/ rental of ballroom, conference room, or other space | \$50              |
| Ballroom Equipment Fee (per day with 2 hour minimum facility rental)                            | \$5.00 - \$100.00 |

### AARC Equipment Fees \*

| A/V Equipment Fees FY 2015-2016                          | Description  | New Fee |
|--|--|---------|
| <b>Complimentary Ballroom Package</b>                    | Projector, Presentation Remote, Laptop, Podium, & wireless mic or up to two wired mics | \$0     |
| <b>Ballroom Mixer &amp; Mic Package</b>                  | Above items, mixer & up to six wired mics  | \$50    |
| <b>Powered Speaker Package</b>                           | 2 - 2000 Watt Speakers w/ stands and setup   | \$60    |
| <b>Ballroom Tree Light Package</b>                       | Includes 4 lights, cables, 2 T-bar stands and setup                                    | \$50    |
| <b>Ballroom MegaPro Light Package</b>                    | Includes 4 lights, cables, and setup   | \$50    |
| <b>Ballroom Karaoke machine rental</b>                   | Includes karaoke machine and setup assistance as needed                                | \$25    |
| <b>Ballroom Replacement presentation remote receiver</b> | billed only for lost receiver  | \$15    |

*\*Equipment only available for ballroom rentals*

### Insurance Requirements

**New:** Insurance required of all public rentals/special events excluding classroom rentals, for use of the commercial kitchen, when required by contract for permit requirements and/or when deemed necessary and prudent. Others providing services for the rental may also be required to provide insurance as identified by the description of their services.

**Old:** Insurance required for events with 300 or more persons, when required by contract for permit, and/or when deemed necessary and prudent. Others providing services for the rental may also be required to provide insurance as identified by the description of their services.

### Check Online Availability

**New:** The AARC Rental Space Availability is now accessible online. Please visit the AARC rentals page to access the link.