

Rental of McCelvey Center

<i>Jane Spratt Reception Room</i>	\$400 per event/day	1550 sq ft 60-80 sit down 150 cocktail if using adjacent hallway
<i>Lobby Area</i>	\$100 per event/day	600 sq ft
<i>Room 203, 302</i>	\$100 per event/day or \$25 per hour	530 sq ft.

- **Six-week advanced scheduling required**
- **\$100 deposit to reserve date** (*subtracted from total contracted fee*).
- **½ total contracted fee due with Signed Contract**
- **Final Payment due ten days before rental**
- **\$200 Security Deposit due with Signed Contract (Credit Card on File)**
(Refunded if all provisions set forth in contract are met at end of rental. Security Deposit may be held with credit card.)
- **Limited kitchen access**
- **Limited equipment rental. (Applicable taxes for equipment and services may apply.)**
- **Parking**
- **Handicapped Accessible Elevator/Parking**
- **Restrooms**
- **\$20 per hour security fee while occupying room(s) after normal hours of operation. Additional charges may apply for holidays.**
- **Approved Vendor List Available**
- **Approved licensed caterer required for events with 40 people or more in attendance.**
- **Set-up and cleanup time must be included in your total rented hours.**
- **A table and chair placement fee will be accessed for interior set-up by Operations.**

Discounts on Rentals are available for upper 3 tiers of CHM Membership. Civic groups and non-profits receive a 25% discount.