

ROOM/DESCRIPTION	RESIDENT NON-PROFIT	NON-RESIDENT NON-PROFIT	RESIDENT	NON-RESIDENT
<b>Main Hall</b> (Capacity: 400 theater & 250 banquet) <b>4,000 sq. ft.</b>   Choose a theater/presentation style or a banquet style event. Included in the price are lobby, dressing room, tables & chairs, podium, coat racks & one facility staff person.	\$560/4 hrs. \$1,040/8 hrs. \$1,920/16 hrs.	\$600/4 hrs. \$1,120/8 hrs. \$2,080/16 hrs.	\$700/4 hrs. \$1,300/8 hrs. \$2,400/16 hrs.	\$750/4 hrs. \$1,400/8 hrs. \$2,600/16 hrs.
<b>Classroom A</b> (Capacity: 20 classroom & 30 lecture) <b>450 sq. ft.</b>   Choose classroom style with tables & chairs, or lecture style with chairs only. Included in price are tables & chairs, white board, sink, a dedicated entrance, & one facility staff person.	\$64/2 hrs. \$120/4 hrs. \$280/10 hrs.	\$72/2 hrs. \$136/4 hrs. \$312/10 hrs.	\$80/2 hrs. \$150/4 hrs. \$350/10 hrs.	\$90/2 hrs. \$170/4 hrs. \$390/10 hrs.
<b>Classroom B</b> (Capacity: 12 classroom & 20 lecture) <b>386 sq. ft.</b>   Choose classroom style with tables & chairs, or lecture style with chairs only. Included in price are tables, white board, & one facility staff person. This room is not ADA accessible.	\$64/2 hrs. \$120/4 hrs. \$280/10 hrs.	\$72/2 hrs. \$136/4 hrs. \$312/10 hrs.	\$80/2 hrs. \$150/4 hrs. \$350/10 hrs.	\$90/2 hrs. \$170/4 hrs. \$390/10 hrs.

MAIN HALL AMENITIES & EQUIPMENT		CLASSROOM AMENITIES & EQUIPMENT	
Chairs – folding padded chairs - 200 available	Included	Chairs – plastic classroom chairs (up to 30, as available)	Included
Tables – 66” round - 30 available; 6’ rectangle - 8 available; 31” bistro – 4 available, 5’ rectangle- 12 available	Included	Tables – 5’ rectangle (up to 12, as available)	Included
Theater seating (retractable seats with floor seats up to 400 capacity)	Included	Projector – (white board used as screen)	\$30
Pipe & Drape (60’ length, up to 10’ height)	\$175/day	Kitchen	\$50
Stage Riser (16 or 24” height & 12’ x 16’, 8’ x 24’ or any smaller footprint)	\$100/day	<b>STAFF CHARGES</b>	
Classroom (with Main Hall rental)	\$50/ 4 hrs. \$100/ 8+ hrs.	<i>Events may require additional facility monitors based on impact. An AV Technician is required for Advanced Technician package.</i>	
Lift (must provide operator certification)	\$200/day	Facility Monitor	Included
Piano (baby grand or digital)	\$50/day		
Kitchen	\$50/day		
Basic AV (Sound & Lights controlled from floor, one wireless microphone, music, video presentation input & projector with screen)	\$50/day	Additional Facility Monitor	\$15/hr
Advanced Tech* (Sound & lights controlled from booth- multiple mics, light cues, music, video presentation input & projector with screen)	\$120/day	AV Technician <i>*Required if using Advanced Tech</i>	\$35/hr

**GENERAL INFORMATION**

- Rentals include the use of tables & chairs. (Tablecloths, chair covers, dishes are not provided.)
- Complimentary Wi-Fi in in the building.
- Please include time in your rental period for set-up, decorating & clean-up.
- You are welcome to choose your own caterer, however there are NO onsite cooking facilities.
- Reservations require a signed rental agreement & fully refundable security deposit.** Balance due at least 30 days prior to event.
- Event insurance is required for all events with over 50 people &/or alcohol. Events with alcohol will require an additional liquor liability.**

<b>ARTS PRODUCTIONS</b> Please contact our office for separate pricing, requirements & guidelines.	<b>ONGOING RENTALS</b> Ongoing rentals are approved on case-by-case bases. Please contact our office for more information.	<b>RESERVATIONS</b> Please email application or questions to Chanda Hall HallC@SherwoodOregon.gov
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