

COMMUNITY CENTER RENTAL FEES - Effective July 1, 2008

Rooms are available for rent at the Smyrna Community Center for business meetings, workshops, seminars, banquet dinners, birthday parties, anniversary parties, rehearsal dinners, etc. Tables and Chairs are provided and set up for your event. **You are responsible for table linens, decorations and your food.** Outside caterers are welcome at the Smyrna Community Center.

Rooms may be reserved by phone and held for one week. Within that week an appointment must be made with Susan Hunt, Community Center Facility Manager, to come in and sign the necessary contracts and **pay all fees.** The individual signing the contract is the sole person held accountable for the room. Payments are accepted by money order, check, or cash only.

A \$150 refundable damage deposit is also due at the contract signing. This check is held and returned by mail after the function if rooms are left in order and without damage.

To receive a Smyrna Resident discount you must live inside the city limits and present a utility bill as proof of residency and Non-Profit organizations must show their 501(c)(3) documentation.

		<u>Resident & Non-Profit</u>	<u>Non-Resident & Business</u>
<u>Community Room</u>	Seats 64 Banquet Style 1,178 sq. ft. (31' x 38')	\$100.00 (4 hours) \$ 15.00 (add. hrs.)	\$150.00 (4 hours) \$ 20.00 (add. hrs.)
	100 Theatre Style		
<u>Banquet Hall</u>	Seats 150 Banquet Style 2,176 sq. ft (64' x 34')	\$200.00 (4 hours) \$ 25.00 (add. hrs.)	\$250.00 (4 hours) \$ 35.00 (add. hrs.)
	200 Theatre Style		
<u>Rooms 1, 2 or 3</u>	Seats 30 Banquet Style Approx. 720 sq. ft.	\$ 60.00 (4 hours) \$ 10.00 (add. hrs.)	\$ 80.00 (4 hours) \$ 15.00 (add. hrs.)
	60 Theatre Style		
<i>Kitchen use available for an additional \$35.00</i>			
<u>Jonquil Room</u>	Seats 32 Banquet Style 610 sq. ft. (28' x 22')	\$ 55.00 (4 hours) \$ 10.00 (add. hrs.)	\$ 75.00 (4 hours) \$ 15.00 (add. hrs.)
<u>Room 4, 5, 6, or Arts & Crafts</u>		\$ 40.00 (4 hours) \$ 10.00 (add. hrs.)	\$ 50.00 (4 hours) \$ 15.00 (add. hrs.)
	#4 - 294 sq. ft. (14' x 21')		
	#5 - 588 sq. ft. (21' x 28')		
	#6 - 340 sq. ft. (17' x 20')		
	A & C - 726 sq. ft (22' x 33').		
<u>Large Gymnasium</u>		\$400.00 (4 hours) \$ 35.00 (add. hrs.)	\$500.00 (4 hours) \$ 50.00 (add. hrs.)
	7,792 sq. ft. (72' x 111')		

The Smyrna Community Center closes at 10:00 pm sharp Monday-Saturday. However, functions may continue until 11:00pm, using 11:00pm to 12:00 midnight as their clean-up time, with the payment of an additional \$60.00 to a supervisor to remain with you in the building after our 10:00pm closing time. The Community Center **must** be vacated by 12:00 Midnight. Sunday hours are 1:00-6:00pm **only**.

Alcohol is permitted in designated areas of the Community Center with the issuance of a \$50.00 Alcohol Contract plus an additional \$30.00 per hour Security Fee (3 hour minimum) to a Smyrna Ranger or Officer.