**CITY OF BASTROP MUNICIPAL CENTER**

**RENTAL RATE POLICY**

**MAIN AUDITORIUM AND MEETING ROOM**

***LOCAL LESSEES\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*$375.00***

***NON-LOCAL LESSEES\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*$525.00***

***RENTAL WITH KITCHEN ADDITIONAL\*\*\*\*$200.00***

***BAR BE QUE PIT \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*$150.00***

***SETTING FOR DISHES\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*$3.00***

***KITCHEN\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*$200.00***

***MEETING ROOM\*\*\*\*\*$150.00-3 HOURS\*\*\*$30.00 EACH ADDITIONAL HOUR***

***THE KITCHEN WILL ONLY BE USED WITH CITY APPROVED PERSONNEL PRESENT.***

***DAMAGE DEPOSITS ARE:***

***Weddings & Family Reunions $150.00***

***Weddings & Family Reunions w/alcoholic beverages $200.00***

***Dances or Balls $200.00***

***Dances or Balls w/alcoholic beverages $200.00***

***Dances w/alcohol & ticket sales $300.00***

**CLEAN UP AND SET UP CHARGE OTHER THAN NORMAL MAINTENANCE**

***100 PEOPLE…………………. $175.00***

***150 PEOPLE…………………. $200.00***

***200 PEOPLE…………………. $250.00***

***250 PEOPLE…………………. $300.00***

***300 PEOPLE…………………. $300.00***

***350 PEOPLE…………………. $350.00***

***400 PEOPLE…………………. $400.00***

***450 PEOPLE…………………. $400.00***

***500 PEOPLE…………………. $500.00***

**CHAIR USERS ONLY**

**100 – 300 $225.00 PLUS LOCAL FEES**

**300 – 500 $275.00 AND KITCHEN IF**

**$25.00 EVERY ADDITIONAL 50 PEOPLE NEEDED**

***THE MUNICIPAL CENTER CLOSES AT 12:00 AM WITH THE EXCEPTION OF NEW YEARS EVE, INDEPENDENCE DAY, LABOR DAY, AND THANKSGIVING DAY IN WHICH IT CLOSES AT 2:00 A*M.**

**The following schedule shall be the rates charged for the use of Municipal Center:**

1. **MAIN AUDITORIUM**
2. **Local lessee, three hundred seventy-five dollars ($375.00).**
3. **Non-local lessees, five hundred twenty-five dollars ($525.00).**
4. **Whenever the kitchen facilities are used in conjunction with the leasing of the main auditorium facilities, there shall be an additional charge of two hundred dollars ($200.00).**
5. **There shall be no fee or charge made for the use of the main auditorium when the same is being used for recreational purposes under supervised recreation conducted by the City recreation department or any governmental agency.**
6. **Any person, group organization, school, charitable or civic organization, for insurance and liability purposes, will be required to sign a contract, whether a fee is required or exempted.**
7. **There shall be paid for the use of the main auditorium a deposit of 25% of the full rental fee, which shall be for the purpose of holding a booking and shall be non-refundable.**
8. **MEETING ROOM: The rate or charge for the use of a meeting room shall be as follows:**
9. **One meeting room, local lessee without use of kitchen $150.00 first 3 hours and $30.00 each additional hour.**
10. **One meeting room, local lessee with use of kitchen $200.00 first 3 hours and $30.00 each additional hour.**
11. **One meeting room, non-local lessee without use of kitchen $200.00 first 3 hours and $30.00 each additional hour.**
12. **One meeting room, non-local lessee with use of kitchen $250.00 first 3 hours and $30.00 each additional hour.**
13. **There shall be no charge for charitable or civic organizations or schools to use the meeting room.**
14. **One meeting room with the use of the kitchen shall be $50.00 for a charitable, civic organization or school.**

**Arrangements may be made for reoccurring rentals, or for rentals of a longer occupancy.**

**Cancellation less than two days prior to the event will result in the forfeiture of all payments.**

**The City of Bastrop, or Parks and Recreation Department will not be held liable for any injury occurring while the building is rented but is the sole responsibility of the USER.**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*SECURITY\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**If alcoholic beverages are in with rental (dances, ETC) at least 2 police officers are required at $30.00 per hour per officer minimum of 4 hours. THIS IS AN ADDITIONAL FEE FROM THE RENTAL COST**