

# Small Scale EVENTS & PARTIES AT THE SELAH CIVIC CENTER



## **Main Room Evening & Saturday Rental - \$500**

A rental option specifically aimed towards small scale events (100 people or less). This rental is for 5 hours in the main hall, kitchen and dining hall. Rental includes kitchen, dining hall and main hall with use of available tables, chairs and access to our audio/projector cabinet and an ice machine. Additional hours may be added to rental. Charges are applied according to the weekday hourly rental fees. *(Please see hourly rental sheets charges for more information)*. \* **Renters are advised to account for their setup and takedown time in the rental hours.**

## **American Legion Room - \$250**

A room that accomodates up to 45 people. Access to two bathrooms, a small sink with counter and comes with 8, 6ft tables and 47 chairs. Additional hours may be added to rental. Charges are applied according to the weekday hourly rental fees. *(Please see hourly rental sheets charges for more information)*. \* **Renters are advised to account for their setup and takedown time in the rental hours.**

## **Apple Room - \$300**

This room accomodates up to 75 people. It is fully carpeted with access to bathrooms, tables and chairs. Additional hours may be added to rental. Charges are applied according to the weekday hourly rental fees. *(Please see hourly rental sheets charges for more information)*. \* **Renters are advised to account for their setup and takedown time in the rental hours.**

## **ADDITIONAL FEES:**

### **Damage Deposit: \$250(Main Hall) or \$150 (Legion & Apple Room)**

A fee added to rental of facility, which is fully refundable after the event and facilities are found damage free and all user responsibilities were followed. Refunds are issued through City Hall and can be expected a couple weeks post event. Unless specified, all refunds are mailed to the address of contract signee.

- **Renters are required to provide proof of event insurance for some events.**
- **If alcohol is being served, proof of permit is required.**
- **Proof of security is required for events serving alcohol.**
- **Users are responsible for setup and takedown of all tables and chairs.**
- **Renters may be required to show proof of a food handlers permit.**

\* Civic Center pricing is based on varying events and the estimated facility impact factors. If this price sheet does not look like it fits your events specific needs, please request to see our other facility rental options.