



RENTAL QUOTE

Lessee: _____ **Date of event:** _____
Event: _____ **Phone:** _____
Type of Event: _____
Contact: _____
Address: _____
Email: _____

Set-up/arrival time: _____

Actual event times: _____

rental includes set-up and breakdown

RENTAL FEES		# DAYS	AMOUNT
\$660	BALLROOM -- 6-HOUR NIGHT/WEEKEND RENTAL		
\$385	BALLROOM -- 3-HOUR NIGHT/WEEKEND RENTAL (Rental date must be less than 2 months from current date.) BALLROOM -- 6-HOUR WEEKDAY RENTAL (Monday-Thursday; 8:30 AM to 5 PM) CONFERENCE ROOM -- 6-HOUR WEEKEND RENTAL		
\$138	ADDITIONAL NIGHT/WEEKEND BALLROOM FACILITY USAGE (PER HOUR) # OF HOURS 1 BALLROOM -- 2-HOUR WEEKDAY RENTAL (Monday-Friday; 10 AM to 2 PM)		
\$83	ADDITIONAL WEEKDAY BALLROOM FACILITY USAGE (PER HOUR) # OF HOURS ____		
\$1,200	ENTIRE BUILDING -- 8-HOUR RENTAL		
\$605	ENTIRE BUILDING -- 4-HOUR RENTAL OR 8-HOUR REHEARSAL DAY		
\$165	ADDITIONAL ENTIRE BUILDING FACILITY USAGE (PER HOUR) # OF HOURS ____		

CONCESSIONS SALES FEES		# DAYS	AMOUNT
\$138	CONCESSIONS SALES FEE PER DAY (In lieu of ECSCC selling concessions at events per contract verbiage)		

LABOR RATES AND FEES		# HOURS	# DAYS	AMOUNT
\$30	SECURITY (\$30/HOUR/OFFICER) # OFFICERS: 1 (CONCERT TIMES ONLY)			
\$80	BALLROOM TABLE/CHAIR SET-UP FEE (one-time fee for Entire Building rental)			

MARQUEE ADVERTISING/SIGNAGE RATES		# DAYS	AMOUNT
\$50	ADVERTISING PER DAY - LET ME KNOW IF YOU WANT TO ADD MARQUEE - AND FORWARD PDF		
\$150	ADVERTISING PER WEEK		
\$550	ADVERTISING PER MONTH		

Rental Deposit Paid _____ Date paid _____ **TOTAL RENTAL COSTS** _____
 less 5% discount for 2 days _____
TOTAL DUE _____

Balance Paid \$ _____ Date paid _____

Lessee Signature _____ Date: _____

EC Smith Representative Suzie Zimmerman, Executive Director Date: _____