



Lobby, Meeting Room and Gymnasium Rental Rates September 2009 to August 2010

FACILITY RENTAL

Lobby Rental: Elegant space with sweeping views of Puget Sound and Olympic Mountains can accommodate approximately 150 people standing, 100 people seated theatre style or 60 people seated at round tables. Enjoy the outdoor plaza as additional space in the warm summer months.

Commercial Organizations, Private Parties	5 hr block	\$600.00
Non-Profit and Educational Organizations	5 hr block	\$400.00
Lobby Overtime, for exceeding scheduled rental blocks.	per hour	\$100.00

Multi-Purpose Meeting Rooms: Located on the second floor of ECA's classroom wing, Three adjacent and flexible spaces to accommodate a wide range of use. Please note that these rooms retain the original character of a school building. Access to these rooms can be either through the theatre lobby, or through our administrative entrance. These rooms are undergoing improvements and may not be suitable for formal functions.

Meeting Room Rental – Weekdays, 8am – 5pm. Billed in increments of 1 hr.

Includes tables & chairs. Does not include rental of equipment or set-up labor.

3 Rooms available: 226 (744 sq ft, max. occupancy 49)	\$20.00/hr
225 2000 sq. ft. Currently in renovation, please call for availability and pricing.	
221 (910 sq ft, max. occupancy 49)	\$20.00/hr

Meeting Room Rental – Before 8am, Evenings after 5pm and Weekends. Billed in increments of 1 hr.

Includes tables & chairs. Does not include rental of equipment or set-up labor.

3 Rooms available: 226 (744 sq ft, max. occupancy 49)	\$30.00/hr
225 2000 sq. ft. Currently in renovation, please call for availability and pricing.	
221 (910 sq ft, max. occupancy 49)	\$30.00/hr

Full Size Basketball Gymnasium: 95' X 45' of floor space, regulation basketball hoops, electronic scoreboard and circa 1939 bleacher seating.

Gymnasium Rental –Athletic Event; practice	per hour	\$40.00
Gymnasium Rental –Athletic Event; game	per hour	\$55.00
Gymnasium Rental – Special Event (may require Fire Dept. Permit)		Inquire

Equipment Rental

Occupancy will begin and end with a bare room. Additional labor and rental charges will apply for set up and breakdown of equipment if not scheduled during rental block. Consult ECA for estimates. Equipment availability pending.

Audio-Visual Equipment

Portable Sound System - <i>Includes 1 wired microphone, 2 speakers, cd player</i>	per event	\$75.00
Sound Engineer may be contracted upon request at an additional cost and is not included in space rental.		
Wireless Microphone, each.		\$25.00/day or \$75.00/week
Classroom LCD Projector		\$50.00/day or \$150.00/week
TV/DVD/VHS Combo		\$25.00/day or \$75.00/week
Projection Screen, 7' Tripod, Matte White		\$25.00/day or \$75.00/week
Flipcharts		TBA
PAD's		TBA
Display Easels		\$5.00

Other Equipment

Tables: 4', 6' 8' Banquet, 60" Round (12) 24" Cocktail (3)		NC
Chairs:		NC
Lectern		\$15.00
Table Cloths, Black	each	\$7.00
Table Skirts, Gray	each	\$7.00

**Additional equipment rental or special equipment purchases may be arranged through ECA.
There will be a 20% mark-up added to the total of the equipment rented or bought through ECA.

Staff Rates:

Room setup, Front of House staff	per hour	\$18.00
Audio-Visual Technician	per hour	\$25.00

Overtime Rates:

time and a half

Staff employed for over 8 hours in one day, or on a Federal Holiday

Staff not provided a 30 minute meal break after 5 hours of work, until appropriate break can be taken

Staff employed between the hours of 12:00AM and 7:00AM.

Other Fees:

Catered Event Fee	\$75.00 per day
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