

SCHEDULE OF RENTAL FEES

Guest Count	<u>0–50</u>	<u>50–100</u>	<u>100–200</u>	<u>200 +</u>
Rental Spaces				
Patio Only (\$75 per hr. up to 2hrs)	\$600	\$650	\$700	\$750
Patio/Solar Stage/Amphitheater	\$800	\$1,500	\$2,250	\$3,000
Entry Hall	\$750	\$1,500		n/a
Multipurpose Room	\$75 per hr.			
Entry Hall/Multipurpose Rm	\$900	\$1,700	\$2,500	n/a
Multipurpose Room w/Patio	\$150 per hr.			
Entire Facility	\$5,000			
Non-Profit Rate				
25% Discount on Base Rate				
REACH Equipment set up and break down				
	<u>0-50</u>	<u>50–100</u>	<u>100–160</u>	<u>160–200</u>
	\$100	\$175	\$250	\$350

Renters are allowed one (1) hour for breakdown & clean up at the end of the event. A \$50 per hour fee will be added for additional set up & breakdown time and included in cost of rental if not pre-arranged with facility.

If actual guest count exceeds more than eight (8) people over contracted number an additional \$25 per person will be charged.

Galleries will be opened during an event at the discretion of REACH staff.

ADDITIONAL FEES

A/V Service Charge	\$25
Staff Time	Per Hour \$25
Overtime Rate (<i>in excess of 1/2 hr. of contracted time</i>)	\$500
Deposit (50% of rental fee) <i>Due at signing of Rental Agreement</i>	50%
Damage/Cleaning Deposit (Refundable)	\$500
No Smoking Policy <i>Per Incident</i>	\$1,000
Security Staffing Fee	Per Hour \$60
<i>This is a case by case fee and will be determined if necessary by REACH Staff</i>	
<i>Additional \$200 for each additional hour (or portion) that exceeds midnight</i>	
Required by renter if not provided by caterer	
Washington State Liquor Control Board–Special Occasion License	\$60
Washington State Liquor Control Board–Banquet Permit	\$10
Public Liability Insurance in the amount of \$1,000,000.00 with certificate naming the REACH as an additional insured	
Caterers to provide a Certificate of Insurance with liability covered in the amount of at least \$500,000.00. Additional liquor liability coverage in the amount of \$1,000,000.00 included on Certificate of Insurance	
Caterers or authorized representatives are to complete and sign a Clean Up Checklist	

