

Silvermoon Rate Sheet

(For Signups beginning 2/9/2018)

SPACE (condition)	BASE CHARGE (BASE TIME)	EXTRA HOURS	DEPOSIT	
			No alcohol	With alcohol
Full Moon (All Rental Spaces [including kitchen for finishing])	\$2,000 (7 hrs)	\$200 /hr	\$2,000	
Half Moon (GH +2 spaces & K/DR)	\$1,000 (5 hrs)	\$100 /hr	\$1,000	
Great Hall	\$600 (3 hrs)	\$60 /hr	\$600	\$750
Courtyard	\$300 (3 hrs)	\$30 /hr	\$300	\$400
(when used with Great Hall)	\$200 (3 hrs)	\$20 /hr	\$200	\$300
Lobbies	\$300 (3 hrs)	\$30 /hr	\$300	\$400
Parlor	\$200 (3 hrs)	\$20 /hr	\$200	\$350
Theatre				
(performance / show) ¹	\$400 (4 hrs)	\$50 /hr	\$400	\$550
(rehearsal for SMOB show)	\$150 (3 hrs)	\$25 /hr		
(non-performance events)	\$300 (3 hrs)	\$30 /hr	\$300	\$400
Kitchen				
(cooking: raw to finished, fryer use)	\$250 (3 hrs)	\$50 /hr	\$250	
(finishing: brown/heat, wash, plate)	\$150 (3 hrs)	\$25 /hr	\$150	
(staging: maintain temps, drinks, buffet)	\$50 (3 hrs)	\$15 /hr	\$50	
Dressing Rooms (non-theatrical event)	\$30 (3 hrs)	\$10 /hr	\$30	

NOTES:

- RATE APPLICABILITY:** These are standard rates for one-time uses. Rates for event series or regular standing dates are negotiable. Rates may be changed at any time, but if you sign up at a particular rate, no later change in rates will affect you. Tax deductible charities may qualify for a special discounted rate.
- BASE TIME / EXTRA HOURS:** We find that this rate structure allows you to control your costs by saving time in our space. Rentals will be calculated not only on the time for the event itself, but also all time taken for all use (including loading in, setup/decorating, required clearing/cleaning, and loading out), except through a prior, specific arrangement made with management to waive specific hours.
- USER CLEANUP:** These rates contemplate that, after each event, user will get all belongings out and clear trash and debris into interior trash cans and will clean any visibly spilled or dirtied areas to at least match surrounding areas. User is responsible for damage to premises and damage to or loss of moveable property.
- TABLES & CHAIRS:** Use of our tables and chairs,² on a first-come-first-served basis, comes with the above rentals, at no extra charge. Our multiple rental spaces might be used simultaneously, with each event likely requiring tables/chairs. Renter responsible for damage/loss to tables and chairs or any of our property.
- LINENS:**³ Use of our tablecloths or napkins incurs a charge per the list below. If stains remain on the tablecloths, such as red wine, marker, or coffee, we reserve the right to charge extra for laundering that piece. If piece is unusable after your use, due to persistent stains or other damage, you will be charged for the piece.
- OTHER ITEMS:** Dishes, glassware, and flatware are available onsite for use with your rental, at the rates shown on next page.

¹Renting the Theatre for a performance entitles the renter to use the Lobbies for basic show support, such as ticket sales, program distribution, and patron congregation and passage. We reserve the right to charge for heavier Lobby use.

²Available tables: 10 - round (5') dining; 8 - rectangular (8'); 8 - 6' rectangular 1/2-width conference; 8 - tall, round (32") event; 3 - rectangular (5') fold-in-half; 4 - rectangular (4') adjustable height, fold-in-half; 3 - small, adjustable height, AV. Available chairs: 195 - black upholstery, metal frame, stackable; and 125 - black contoured plastic, metal frame, stackable. Others are available from local rental agencies.

³Available linens: Black or white tablecloths to fit our tables. We have black cloth napkins.

Charges Other Than Rental Spaces

Item	Charge
tablecloth	\$10.00
napkins	\$0.50
dinner plates (144)	\$0.45
water/tea stems (140)	\$0.45
wine glasses (152)	\$0.45
champagne flutes (16)	\$0.45
8" plates (glass) (216)	\$0.35
6" plates (144)	\$0.35
saucers (144)	\$0.35
cups (144)	\$0.35
soup/salad bowls (144)	\$0.35
punch cups (glass) (261)	\$0.35
heavy stainless flatware (144 of each+)	\$0.35

Services

Special "turn-key" services are available for separate quoted fees.	t/b/d
---	-------