

**WATERFOWL BLDG FACILITY RENTALS**  
**2018 FEE SCHEDULE FOR COMMUNITY ORGS / NON-PROFITS**

**DRILL HALL - Weekend/Weekday Events\***

Max. rental charge: \$1,500 / Security deposit required on all rentals: \$200

	Ttl # days of use	Rates	TOTAL FEE
<b>1-DAY MAIN EVENT</b>			
Base rate (incl. 1 event day; 1 day advance set up; 1 day to breakdown, clean up)	3	\$ 375	\$ 375
1 addt'l day set up/breakdown	4	\$ 100	\$ 475
2 addt'l days set up/breakdown	5	\$ 200	\$ 575
3 addt'l days set up/breakdown	6	\$ 300	\$ 675
4 addt'l days set up/breakdown	7	\$ 400	\$ 775
5 addt'l days set up/breakdown	8	\$ 500	\$ 875
<b>2-DAY MAIN EVENT</b>			
Base Rate (incl. 2 event days; 1 day advance set up; 1 day breakdown, clean up)	4	\$ 750	\$ 750
1 addt'l day set up/breakdown	5	\$ 100	\$ 850
2 addt'l days set up/breakdown	6	\$ 200	\$ 950
3 addt'l days set up/breakdown	7	\$ 300	\$ 1,050
4 addt'l days set up/breakdown	8	\$ 400	\$ 1,150
5 addt'l days set up/breakdown	9	\$ 500	\$ 1,250
<b>3-DAY MAIN EVENT</b>			
Base Rate (incl. 3 event days; 1 day advance set up; 1 day breakdown, clean up)	5	\$ 1,125	\$ 1,125
1 addt'l day set up/breakdown	6	\$ 100	\$ 1,225
2 addt'l days set up/breakdown	7	\$ 200	\$ 1,325
3 addt'l days set up/breakdown	8	\$ 300	\$ 1,425
4 addt'l days set up/breakdown**	9	\$ 400	\$ 1,500

\* There will be no charge for rental company item pickup on 1st possible business day after event.

\*\*Any events requiring more time will be charged as multi-week rentals/exhibitions.

**Mult-week Exhibitions**

2-weeks (incl. all set up & breakdown)	14	1,500	\$1,500
Each addt'l week or part of week	7	500	

**BOARD ROOM DAILY RENTALS**

<b>4 HR EVENT (1/2day or evening)</b>			
Base rate (set up & breakdown same day)	1	\$ 50	\$ 50
ea. addt'l 1/2 day set up/breakdown	1.5	\$ 50	\$ 100
<b>12 HR USE (whole day &amp; evening)</b>			
Rate per day (incl. set up, event, breakdown & cleanup)	1	\$ 100	\$ 100
Additional 1/2 day	1.5	\$ 50	\$ 150
Each additional full day (over 4 hours)	2	\$ 100	\$ 200

**CANCELLATION POLICY**

In order to guarantee your dates for rental of the Waterfowl Hall, a signed contract with the agreed upon rental fee and deposit must be submitted no later than three months before the first day of rental. Our cancellation policies are as follows. (Events booked within the 2 month period are subject to these policies):

- 2 months prior to rental date – 50% refund.
- 1 month prior to rental date – No refund.