

John D. Windham Civic Center 2014-15 Rates

ROOM	Sq. Ft.	Weekday - Evening (Mon.-Thur.)			Weekend (Fri. - Sun.)			Weekday - 8 a.m. - 5 p.m.		
		Rate	2nd Rate ***	Damage Deposit	Rate	2nd Rate ***	Damage Deposit	Rate	2nd Rate ***	Damage Deposit
Brd. Rm	700	\$225	\$150	\$115	\$250	\$175	\$125	\$150	\$100	\$75
Hourly Rate		\$35		\$30	\$50		\$50	\$35		\$30
Lobby (Reception Only)	2,000							N/A	N/A	N/A
Hourly Rate		\$35		\$30	\$50		\$50	N/A	N/A	N/A
Civic Rm	1,000	\$200	\$125	\$100	\$225	\$150	\$115	\$135	\$85	\$65
Rm A or C	2,400	\$250	\$190	\$125	\$275	\$200	\$135	\$165	\$110	\$85
Rm B	1,900	\$200	\$150	\$100	\$225	\$150	\$115	\$135	\$85	\$65
Rm A or C w/ B	4,300	\$350	\$250	\$175	\$425	\$300	\$215	\$275	\$175	\$135
Rm A, B, C	6,700	\$500	\$375	\$250	\$600	\$425	\$300	\$400	\$275	\$200
Conf. Hall	10,500	\$600	\$475	\$300	\$700	\$550	\$350	\$450	\$300	\$225
Entire Bldg. (- Brd. Rm)	20,000	\$900	\$600	\$450	\$1,400	\$1,100	\$700	\$900	\$600	\$450
Kitchen/Catering		\$75			\$75			\$75		
Holiday Rates	Recognized City holidays will be charged 1.5 times the normal rate. Covered holidays are listed below: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following Thanksgiving, Christmas Eve, and Christmas Day. In addition, should a holiday fall on the day preceding or immediately following a weekend (i.e., Labor Day, Memorial Day, Thanksgiving) the holiday rate will apply throughout the weekend.									
Non-Profit Rates	Non-Profit organizations who have a 501-C on file with the IRS will be granted a 20% discount on the rental rate.									
2nd Rate***	- is used for an early move-in prior to the event or for the second or more day of the same event.									
City Property Taxpayers	A 15% discount is available on the rental rate (only) to City of Center property taxpayers for personal or family events. This is not applicable for business or organization events.									
Quincineria	Quincinerias will only be allowed at the Windham Civic Center. This event requires security to be retained at the Client's expense, with the Civic Center staff scheduling and overseeing the security (as in all other situations).									

Any events lasting later than 12:00 a.m. will be charged **\$75.00 per hour**. This policy must be pre-arranged, not applicable at the time of the event.

The deposit for any rental is 1/2 the rental fee. This is required at the time of the contract or reservation. No reservation is held without a deposit and a signed contract.

The remaining money is due at least **thirty (30)** days prior to the event, or the event may be cancelled and the deposit forfeited. A layout for the event is required to be submitted and agreed on no less than seven (7) days prior to the event. **Any use of electronics (including, but not limited to a computer hookup, DVD playing, or sound equipment) must be arranged at least 48 hrs. in advance.**

The Civic Club Room is not available Tuesday or Thursday 11:00 a.m. to 1:00 p.m.

Additional Fees:

Microphones:	\$20.00 ea
Chair Upgrade:	1.00 ea
Stage:	\$10.00 ea
Curtain:	\$10.00
Laptop Connection:	\$15.00 ea
DVD/CD Player:	\$15.00 ea
Soundboard:	\$20.00 ea
Podium:	\$20.00 ea
Uplights:	\$5.00 ea or \$75.00 for the set (of 16)
Coffee/Water Service (up to 75 ppl)	\$50.00/day - \$75.00/day for 75+ people