

FACILITY RESERVATION FEE SCHEDULE

Building Use	Rental Fee	Deposit
Small Gathering	\$50 – Resident \$100 – Non-resident	\$50
Large Gathering	\$150 – Resident \$300 – Non-resident	\$150
Business, Club, and Public Meetings	Free	\$50

Definitions:

Small Gathering = Small family party/gathering with less than 50 people, wedding ceremony without a reception or food, recurring private business meetings.

Large Gathering = Large family party (over 50 people with or without food), wedding reception, business or club dinner, trade show, craft fair, etc.

Business, Club, or Public Meetings = City-sponsored events or meetings. Non-recurring business meetings. Club or other meetings that are open to the public and provide a public benefit (as determined by management), including cultural, charitable, civic or educational meetings or events.

Park Pavilion Use	Rental Fee	Deposit
Park Pavilion Price	\$25	\$25*

*Deposit is only required for the use of the Elkhorn Park Kitchen.

Notes:

- If the renter desires to use the audio/visual equipment, a \$25 fee and an extra \$200 deposit will be required. It will be returned once the equipment is deemed free of any damage.
- Fees are due at the time a reservation is made.
- The deposit is due when the keys are picked up and shall be cash only, unless paid online.
- A cleaning charge of \$20/hour will be assessed if cleanup by city staff is necessary. Cleaning charges will be assessed in one hour increments.
- The following will be available for use when reserving the building:
 - 10 round tables (\$225 replacement fee)
 - 80 chairs (\$200 replacement fee)
 - 15 Linen tablecloths (12 round - \$10 replacement fee, 3 Square - \$25 replacement fee)
 - Dish cloths/towels
 - Cleaning Supplies
 - Trash can liners
 - Assorted serving utensils
 - With the exception of the cleaning supplies and trash can liners, all of the above must be returned to the City washed, and in good condition, prior to receiving a deposit refund.