

R E N T A L P R I C I N G

MONDAY – THURSDAY & FRIDAY DAY:

ENTIRE FACILITY | \$2,000
 3 SECTIONS | \$1,800
 2 SECTIONS | \$1,400
 1 SECTION | \$950

BALLROOM RENTAL:

FRIDAY (10AM-1AM) | \$3,750
 SATURDAY (10AM-1AM) | \$4,300
 SUNDAY (10AM-1AM) | \$3,300

BOARDROOM*:

4-HOURS | \$725
 8-HOURS \$850

MABEE LEARNING CENTER*:

4-HOURS | \$800
 8-HOURS | \$900

**If the ballroom is rented on the weekend the Boardroom and Mabee Learning Center are included.*

REQUIREMENTS:

- BEC requires a \$200 non-refundable cleaning fee and a \$75 product service fee.
- BEC has a \$500 refundable security deposit with a credit card provided on file.
- All events are required to have security unless Management says otherwise. The Renter is required to hire 1 officer for the last 5 hours of the event for a fee of \$175.
- The Renter is required to hire wait staff from either the caterer or a staffing agency at the ratio of one wait staff person for every 75 guests.
- The Renter shall purchase and maintain Event Liability Insurance from an insurance company acceptable to BEC.
- The renter needs to choose a bartender from our approved vendor list unless BEC approves otherwise. 1 bartender for every 100 guests and no less than a 4 hour minimum.
- Walk through required before and after event to prevent any damages to the facility.

AMENITIES:

- Ability to provide your own spirits
- Plenty of on-site parking
- State of the art Audio and Visual equipment available: DVD players, Laptop, Screen & Projectors, Wi-Fi, Lecterns, Wireless Hand & Lavalier Mics.
- Adjustable lighting
- Possibility to set up and or rehearse the day before*
- Tables and chairs set up/ tear-down included
- Event staff on site
- Big screen for slideshows and or videos
- Outside catering vendors are welcome (excludes bartender)
- On-site catering kitchen with fridge and ice machine (350lbs)
- Dressing rooms for Bride and Groom available
- The ability to have your wedding and reception at the same place
- Two Rolling Bars
- Three Rolling Coolers

CAPACITY:

- Up to 300 people
- Depending on how you arrange the ballroom determines how many guests will fit*

ADDITIONAL CHARGES:

- Pipe and drape: 12' H x 24' W | Black drapery | \$225
- Webex Virtual Event | \$300 [Click to view details](#)
- Dance floor: 21x21 | \$200
- 12' W x 16' L x 2' H | Portable stage with carpet | \$250
Includes skirting and 2 sets of stairs
- Bar heights with black spandex skirting | \$10 per table (6 total)
- Table Cloths: 10 colors | \$7 each
- Napkins: 17 colors | \$.75 each
- Large Capacity Warming Oven | \$75

***FOR EXCLUSIVE PRICING PLEASE CONTACT
 DIRECTOR OF EVENT PLANNING & OPERATIONS
 (913)-322-4980**