



Rental Rates

Area(s):	Members	Non Members
Conference Room	\$75	\$100
Ballrooms I, II or III	\$75	\$100
Dining Room	\$125	\$200
Theater	\$150	\$200
Patio/Backyard	\$150	\$200

Note: There is a 2 hour minimum for each area.

- Hours of Operation
 - Monday – Friday, 8:00 a.m. – 9:00 p.m.
 - Saturday, 9:00 a.m. – 9:00 p.m.
 - Sunday, 1:00 p.m. – 5:00 p.m.

- The Summit is rented for adult related events only and requires a ratio of 1 adult to 1 child (ages 0-18). Weddings and receptions venues will be referred to the Ruthe Jackson Center.

- If your event is expected to exceed the normal hours of operation, the rate doubles per hour, i.e. (normal rate is \$75 per hour, so the after-hours rate is \$150 per hour).

- Please ensure the amount of time rented includes time you will need for decorating, set-up, and removal of personal items.

- Should your event require the use of Audio Visual Equipment, The Summit provides a podium with a microphone. If your event requires the use of a wireless mic, laptop, projector, screen, or CD/DVD player, additional fees will be incurred.

- Summit staff is responsible for the set-up and removal of tables and chairs and normal clean-up for the event.

- All food and beverage must be provided through Summit catering. Menus and pricing are available at the front desk. A minimum of 50 persons is required for catering services.

- If your event is considered to be formal and you desire the use of linens and cloth napkins, linens are available for \$15 per table and cloth napkins are \$2 each.



4 Components to a Rental

1) Room Rental Payment A reservation is considered confirmed when Room Rental Payment has been received by The Summit. Room Rental Payment is refundable if Client cancels within **thirty (30) days** prior to event. Any damages caused by guests of the Client will be the responsibility of the Client. All fees and charges are due in full thirty (30) days prior to the event.

Client is prohibited from collecting fees and selling items on the grounds of The Summit.

2) Rental Portion

Round tables	Auditorium seating	How many ballrooms?
64 seated guests or fewer	80 guests or fewer	1 Ballroom
128 seated guests or fewer	160 guests or fewer	2 Ballrooms
192 seated guests or fewer	240 guests or fewer	3 Ballrooms
120 seated guests or fewer	150 guests or fewer	Dining Room
312 seated guests or fewer	320 guests or fewer	3 Ballrooms + Dining Room

** All room rates double after 9:00pm; rentals cannot exceed Midnight.

3) Catering

ALL food and beverage must be purchased through The Summit with the exception of specialty cakes. A wait staff fee will be assessed at \$150 per server through end of catering service.

4) Service Charge & Taxes

For Summit Annual Members: 10 %; For Non-Summit Members: 18%

Tax: 8.25%

A service charge pays for intangibles including setup and striking down of event. This is added to your final total. All of your decisions, fees and charges are due in full thirty (30) days prior to the event.

To be completed by Summit staff member & client together (please print clearly below):

Client Name: _____

Room Rental Payment of \$_____ was taken and firmed up on: _____.

Date of Rental: _____ Time[s]: _____ Type of Event: _____

Contact Phone [1st]: _____ [2nd]: _____

E-mail Address: _____

**** Client acknowledges that the information on this sheet is correct. Client also understands they are required to call Elicia Sierra at (972) 237-4145 or email at esierra@gptx.org to setup an appointment and go over room setup logistics and catering options as the next part of the process. An appointment is required to move forward in the rental process. ****

Printed Client Name: _____ Date: _____

Signature of Client: _____

for staff use only below

- [1] client has filled out document in its entirety, signed below and given a copy for their records;
- [2] document has been scanned to Elicia Sierra; [3] Initial rental appointment scheduled for: _____

Compiled by staff member: _____ on the date of: _____

Updated: 2/09/15