

4th Floor River Terrace Daytime Weekday Rental Rates

Monday – Thursday Between 8:00 AM & 5:00 PM

Non-Profit Discount: 10%

Holiday Rates May Apply to Major Federal Holidays

Discounts Not Applicable to Required Beverage Service

Number of Guests	Half Day Weekday Monday-Thursday 4 Hours Scheduled 8:00 AM – 5:00 PM	Full Day Weekday Monday-Thursday 8 Hours Scheduled 8:00 AM – 5:00 PM
0-100	\$350.00	\$600.00
101-200	\$500.00	\$900.00

A \$300 non-refundable deposit and signed contract are required to secure weekday events.

Rental Rates Include:

- Exclusive Use of River Terrace (Entire 4th Floor) for Duration of Event
- Vendor/Lessee Setup Time: 1 Hour Before Event
- Vendor/Lessee Cleanup Time: 1 Hour After Event
- Janitorial Porter:
 - Half Day: One Janitorial Porter Provided for Cleanup – *Includes Placement of Trash Cans Before Event*
 - Full Day: One Janitorial Porter to Manage Trash/Restrooms at Lunch and During Cleanup

Additional Options:

- \$300: Use & Initial Setup of the Following Tables & Chairs (NOTE: *Linens NOT Included*):
 - (11) – 60" Round Tables
 - (4) – 6' Banquet Tables
 - (1) – 40" White Round Table
 - (8) – 30" Adjustable Height Round Wooden Bistro Tables
 - (100) – White Wood Resin Chairs
- \$150 / Use & Setup of 150 Feet Globe Bistro Lighting
- \$300 / Use & Setup of 300 Feet of Globe Bistro Lighting

All Events Require a Refundable Damage Deposit:

A \$500 refundable damage deposit is due 60 days prior to the event. Lessees have two options for submitting the refundable damage deposit:

- A check payable to Shaw Center for the Arts. This check will not be cashed before the event and will be returned or voided after it is determined no damage occurred.
- A credit card number held on file and to be shredded after it is determined no damage occurred.

All Events Require a \$1,000,000 Certificate of Liability: A \$1,000,000 Certificate of Liability must be acquired by each lessee to protect from large accidents to people, to property, or major damage. A copy of insurance coverage must be submitted with the final payment for the event. (Note: *the average cost of this is \$100 at www.privateeventinsurance.com.)*

For more information, please contact:

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