



## SETB Lecture Hall & 3rd Floor Conference Room

## RENTAL RATES and FEES

	Lecture Hall	Conference Room
<b>Rental Rate for Event Day</b>	\$1,000	\$300
<b>Damage Deposit</b>	\$500	\$150
<b>Hourly Rate</b> (Day before for Setup/Rehearsal)	\$75/hr	\$45/hr
<b>Hourly Rate</b> (Addl Consecutive Days)	\$45/hr	\$25/hr
<b>Theater Technician</b>	\$25/hr per tech	\$25/hr per tech
<b>Security Guards</b>	\$25/hr per guard	\$25/hr per guard
<b>Porters</b>	\$14/hr per porter	\$14/hr per porter
<b>Table Chair Setup</b>	\$14/hr per worker	\$14/hr per worker
<b>Capacity</b>	350	50

**NOTE:** Damage deposits are returned by USPS MAIL thirty (30) working days after the event in question. Any damages to the hall, tables, chairs, or surrounding areas of the hall will be deducted from the damage deposit.

**DEPOSIT:** a 50% deposit of the total cost + full damage deposit is required at the time reservation is made. The balance must be paid in full at least one (1) month prior to the date of the event.

**SECURITY GUARD:** One (1) guard per 200 guests is required for all events and must be on duty one hour prior to event start time and at least thirty (30) minutes after the event ends.

**ALCOHOLIC BEVERAGES:** May be served to guests during events which take place after 5pm. A certificates from the Texas Alcoholic Beverage Commission (TABC) must be filed with TSC prior to the event if any alcoholic beverages will be sold to guests.

**PARKING:** Available free of charge. Rental clients may not charge guests for parking.