



**Havelock**  
Tourist & Event Center

## BOOKING POLICY

Bookings are on a first come, first served basis.

A signed contract and 25% deposit are required for the booking to be considered definite. The remaining rental balance is due at least two weeks prior to the date of the event.

A \$100 refundable deposit may be paid to hold a date for a maximum of 30 days, after which the date will be released unless a contract is signed and 25% deposit paid.

Rental rates for the Main Hall Areas A and B, and one-half of the Main Hall Area A or Area B include tables, chairs, initial set-up and tear down, table linens (one basic 90" round or 52" x 114" white table cloth for each table), a podium and one microphone.

Rental rates for leasing one-quarter Main Hall Area A or Area B **do not include** linens or event attendant. The client will be billed the center's cost for linens used and a fee of \$15 per hour for the event attendant for each hour the room is occupied, up to 8 hours. See "D" below for events exceeding 8 hours.

Havelock non-profit organizations **whose primary local offices are physically sited within the city limits of Havelock** qualify for reduced price events in accordance with the above fee schedule. To qualify, the organization must provide documentation confirming their non-profit status (i.e., a copy their IRS designation as a non-profit entity).

Space rentals are for 8 hours. Any decorating or client set-up must be accomplished within this 8-hour block of time. Additional charges of \$50 per hour per will be charged if the client requires access to the room for more than 8 hours.

Rooms reserved for move-in or move-out will be charged one-half of the full price daily the rate.

Clients requiring guaranteed access to a space the day prior to their event must lease the space at the move-in rate. For a fee of \$50 per hour, clients not leasing the space under the move-in rate may be granted access the day prior to their event **if the space is available and set-up**.

Rental rates reflect initial set-up and dismantle of tables and chairs. A podium and microphone are also included upon request. All other equipment will be billed at the prevailing rates. Any changes to the set-up diagram approved by the client will be billed at \$30 per hour for the time needed to make the changes.

Seating capacities listed in the fee schedule do not take into consideration such items as a head table, stage, dance floor, etc.



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**JULY 1, 2012-JUNE 30, 2013 FEE SCHEDULE**

	Square Feet	Dimensions	Banquet Seating	Theater Seating	Classroom Seating	Reception Style	Booths 10 x 10	Daily Rental Rate	Havelock Non-Profit Rate*
Main Hall Areas A & B	7200	60' x 120'	500	700	360	800	40	\$800	\$550
1/2 Main Hall Areas A or B (Alpha or Bravo)	3600	60' x 60'	250	350	180	400	20	\$400	\$350
1/4 Main Hall Area A or B	1800	30' x 60'	80	150	72	200	NA	\$200**	\$200**
Conference Room 12 at table 12 perimeter	500	25' x 20'	NA	NA	NA	NA	NA	\$100	\$80
Break-Out Room	132	11' x 12'	NA	NA	NA	NA	NA	\$25	\$20
Kitchen	NA		NA	NA	NA	NA	NA	\$100	\$100



**EQUIPMENT AND SERVICES RATE SCHEDULE**

(All prices are per day unless otherwise noted)

<b>LINE</b>	<b>LINENS (Order must be placed 14 days prior to event)</b>	<b>COST</b>
	90" Round—White (one per table complimentary)	\$ 4.00
	120" Round Floor Length—White (special order)	\$ 9.00
	52" x 92" White (one per table complimentary)	\$ 4.00
	Square Overlay (special order)	\$ 3.50 and up
	Napkins (special order)	\$ 0.50
<b>TABLE SKIRTING</b>		
	13' White	\$3.00
	17' White	\$4.00
	21' White	\$6.00
<b>CHINA, FLATWARE &amp; GOBLET</b>		
	Place setting (includes dinner plate, bread or salad plate, coffee mug, 16 oz water/iced tea goblet, dinner fork, salad fork, knife and spoon)	\$2.00 per place setting
	Salt & Pepper Set	\$0.50
<b>IN-HOUSE EQUIPMENT</b>		
	Portable Stage (4' x 8' section)	\$25.00
	Microphones (additional above one provided with room)	\$10.00
	Audio Conferencing Speaker Phone	\$20.00
	Standing podium (additional above one provided with room)	\$20.00
	Table top podium	\$15.00
	Compact Disc Player	\$20.00
	Easel and one flip chart pad	\$30.00
	Flip chart pads	\$25.00
	Marker (each)	\$ 2.00
	Tripod Easel	\$5.00
	6' Tripod Screen	\$25.00
	Deluxe 9' x 12' Screen System	\$75.00
	LCD Projector and stand	\$100.00
	LCD Projector, stand and deluxe 9' x 12' screen	\$150.00



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Mirror Tile	\$1.00
Small glass bowl and tea light candle	\$2.00
Hurricane & pillar candles	\$4.00
Globe & floating candle	\$3.00
<b>SERVICES</b>	
Internet connection usage fee (per day)	\$ 25.00
Phone connection (per day)	\$ 25.00
Electrical Floor Outlets	\$ 20.00
Photocopies (per page)	\$0.20
Fax (per page)	\$1.00
Extraordinary Cleaning Services	Determined by condition
Bartender Hourly Rate	\$25.00
Event Attendant Hourly Rate	\$15.00



**REFRESHMENT FEE SCHEDULE**

<b>AL LA CARTE BEVERAGES</b>	<b>COST</b>
Coffee—1.5 gallons (24 8 oz. servings)	\$15
Coffee—1 gallon (16 8 oz. servings)	\$12
Coffee—1/2 gallon (8 8 oz. servings)	\$10
Decaffeinated Coffee—1.5 gallon (24 8 oz. servings)	\$18
Decaffeinated Coffee—1 gallon (16 8 oz. servings)	\$15
Decaffeinated Coffee—1/2 gallon (8 8 oz. servings)	\$12
Iced tea—5 gallons	\$15
Hot tea—per cup	\$1
Assorted Soft Drinks (12 oz. can)	\$1
Assorted Soft Drinks (20 oz. bottles)	\$1.50
Bottled Water	\$1
Fruit Juice--per gallon (21 6 oz. servings)	\$8
<b>FROM THE BAKERY -- prices per dozen</b>	
Assorted Large Muffins—per dozen	12.00
Assorted Danish—per dozen	15.00
Cinnamon Rolls—per dozen	12.00
Brownies—per dozen	12.00
Fresh baked cookies—per dozen	12.00
<b>SNACKS</b>	
Bowl of Chips	\$4.00
Bowl of Popcorn	\$4.00
Bowl of Pretzels	\$4.00
Assorted Individual Bags of Chips (per dozen)	\$9.00
Granola Bars (per dozen)	\$9.00
Trail Mix (per dozen)	\$9.00
<b>CONTINENTAL BREAKFAST(Per Person)</b>	
Includes orange juice, variety of breakfast pastries and muffins, coffee, decaffeinated coffee and hot tea.	\$6.50



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<b>BOXED LUNCH (Per Person)</b>	
Includes assorted sandwiches, chips, fresh baked cookie and iced tea	\$8.00
Additional HOT breakfast & lunch options available	Call for pricing

All menu selections are subject to a 20% service charge and 6.75% sales tax.