



Ray Ellison Ballroom Rental License Fees

Jan. 2, 2022 – Oct. 31, 2022

Nov. 1, 2022 – Jan. 1, 2023 & Major Holidays*

Days/Times:	Non-Member price	Member: Business Event Price (25% discount)	Member: Non-Business Event Price (15% discount)	Non-Member Price	Member Business Event Price (25% discount)	Member: Non-Business Event Price (15% discount)
Monday – Friday during GSABA business hours 8:30 – 5 pm M-Th 8:30 – 4 pm Friday	\$400	\$300	\$340	\$400	\$300	\$340
Monday – Thursday after 5 pm (excluding Holidays)	\$700	\$595	\$630	\$805	\$604	\$684
Friday – After 4 pm through Sunday (excluding Holidays)	\$2100	\$1575	\$1785	\$2415	\$1811	\$2053

*If a holiday falls during the week, the weekend rates will apply

Additional Fees

Booking Fee: \$500

- The Booking Fee is required at the time of Ballroom Reservation. \$250 of the booking fee may be refunded (within 10 days following the event) if all checkout requirements are satisfactory. (see article V of the contract for more details)

Staff Supervisor Fee: \$35/hr.

- A GSABA Staff Supervisor is required to be on building premises for the duration of the set-up, event, and checkout time outside of GSABA business hours.

Security Fee: \$45/hr, per security officer

- Security Officer(s) is/are required to be on building premises for the duration of the event and checkout time outside of GSABA business hours.
 - Guest attendance of 149 and less = 1 security officer
 - Guest attendance 150 and over = 2 security officers
- (SAHC may require additional security personnel if the Staff Supervisor deems necessary)

Payments Due schedule:

- Booking Fee is due at time of Ballroom Reservation
- ½ Rental license fee (see chart at the top) is due upon signing of the contract
- Remaining balance of the Total Estimated Cost (see worksheet on back) is due seven (7) days prior to event.

Payment Record

Licensee:

Date of Event:

Setup:

Event Time:

Checkout:

Failure to meet the Payment Due schedule will be cause for forfeiture of your event.

Booking Fee: \$ --
 Rental Fee: \$
 Supervisor Fee: \$ n/a (\$35.00/hr for hours)
 Security Fee \$ n/a (\$45.00 /hr for hours)

**TOTAL
 ESTIMATED
 COST:** \$ _____

_____ Licensee Signature

_____ Date

Payments made:

Total Estimated Cost: \$

Category	Amount	Date Due	Date Paid	Payment type	Balance
Booking Fee		Upon reservation			
½ Rental License Fee		At signing of contract			
Payment on balance		One week before event			
Payment on balance					
Payment on balance					
Remaining balance (due 7 days prior to event)					