



Ray Ellison Ballroom Rental License Fees 2023

NON-HOLIDAYS Jan 2nd – Oct. 31st	Monday – Friday during GSABA business hours 8:30AM – 5PM Mon-Thu 8:30AM – 4PM Fri	Monday – Thursday evenings After 5PM	Friday (after 4PM) – Sunday
Non-Member	\$450	\$800	\$2200
Member: Business Event	\$350	\$650	\$1650
Member: Non-Business Event	\$400	\$700	\$1850
HOLIDAYS			
Nov 1st – Jan 1st & Major Holidays (If a holiday falls during the week, the weekend rates will apply)			
Non-Member	\$550	\$850	\$2500
Member: Business Event	\$400	\$700	\$1900
Member: Non-Business Event	\$450	\$750	\$2100

Additional Fees

Linens:

- For groups of 100 or fewer, a flat fee of \$100 is charged to use our linens (black/blue only).
- For groups of 100 or more, a flat fee of \$200 is charged to use our linens (black/blue only).

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: \$55/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 alcohol is served, or the Staff Supervisor deems it necessary)

Payments Due schedule:

- Booking Fee is due at the time of Ballroom Reservation
- Contract must be signed before the date will be reserved
- 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 the event.

Payment Record

Licensee: _____

Date of Event: _____

Setup Time: _____

Event Time: _____

Checkout: _____

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

Booking Fee: _____

Rental Fee: _____

Supervisor Fee: _____ \$35/hr for _____ hours

Security Fee: _____ \$55/hr for _____ hours X _____ # of guards

TOTAL _____

Licensee Signature

Date

Category	Amount	Date Due	Date Paid	Payment type	Balance
Booking Fee		Upon reservation			
½ Rental License Fee		Upon reservation			
Payment on balance		One week before the event			
Supervisor Fee (\$35/hr)		One week before the event			
Security Fee (\$55/hr x total # of guards)		One week before the event			