

**Stillwater Public Library
Private Event Reservation Fee Schedule**

Private Events Rates	Week Day/Friday Rate	Saturday Rate	Sunday Rate
Includes	Terrace, Margaret Rivers Room, Conference Room, Kitchen, and Gallery		
4 Hour Rental	\$1,300.00	\$1,650.00	\$1,000.00
12 Hour Rental	\$3,000.00	\$3,500.00	\$2,250.00

The renter may choose between a 4 or 12 hour rental.

Reservations: The library will take reservations for events up to (18) months in advance.

Daily Rental Rates: See above.

Security Deposit: A security deposit and noise compliance deposit may be required in addition to the rental fee.

Set-Up Charge: 4 hour rentals include set up and take down. 12 hour rentals include set up, take down, and one furniture move (e.g. moving ceremony chairs to reception tables). Additional setups are \$100.00 each.

Equipment: Only library chairs and tables may be used on the terrace. Furniture for up to 200 guests is included in the fee listed above. For additional furniture charges are \$3/chair and \$10/table. This includes 1 set up and 1 take down.

Exclusive Use: Exclusive use of the library is available only when the library is closed. For those events which require a greater degree of privacy, an additional security officer may be hired. Contact the Event Coordinator for additional details.