

# Stillwater

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## Public Library

### Private Event Reservation Fee Schedule

**Reservations:** The library will accept reservations for events up to 18 months in advance.

**All Reservations include:** Exclusive use of the Margaret Rivers Room A & B, Conference Room and Catering Kitchen and Non-Exclusive use of the Johnson Terrace and Gallery during regular Library hours.

	WEEKDAYS / FRIDAY	SATURDAY	SUNDAY
<b>4 Hour Rental</b>	<b>\$2,000</b>	<b>\$2,500</b>	<b>\$2,000</b>
<b>8 Hour Rental</b>	<b>\$4,000</b>	<b>\$5,000</b>	<b>\$4,000</b>
<b>Day Rental</b>	<b>\$5,000</b>	<b>\$6,000</b>	<b>\$5,000</b>

*Please note: Receptions typically require an 8 hour rental; wedding ceremony plus reception dinner require a day rental.*

**Fees and Deposits:** The down payment for all event rentals is half (1/2) the total cost of the rental. This fee must accompany the application in order for the application to be accepted.

Damage Deposit is \$500.00 and is due two weeks before an event. The Renter will receive the total deposit back after the event if there are no damages or cleaning charges associated with the rental. The deposit can be mailed back to the Renter or shredded at their request.

Noise Deposit is \$500.00 and is due two weeks before an event. The Renter will receive the total deposit back after the event if there have been no violations of the noise procedures and City of Stillwater Noise Ordinance. The deposit can be mailed back to the Renter or shredded at their request. The noise deposit is only necessary if there is outdoor amplified music at the event.

Security Officer payment is \$50.00 an hour for a minimum of three (3) hours and as much as eight (8) hours depending on the wedding event schedule. The security officer is an off-duty Stillwater police officer and is hired to be security for the Renters benefit and that of the Library. The Venue Coordinator will schedule the officer to be available from the ceremony to the end of the rental period. Checks or cash can be paid to the security officer on the day of the event.

**Included in the Rental Fee:** All indoor and outdoor tables and chairs are included in the rental fee. This includes the set-up and take down of the ceremony, reception, dinner and dance preparations. The Library has event preparation workers who set-up and move furniture when needed and they will take down the final set-up at the end of the rental period or at a later time.

The Library has 45 ramp parking spots open and available to the public during regular Library hours at no charge. The Renter has exclusive use of the ramp after hours free of charge and it will be kept open until the end of the rental period.

The Library is capable of hosting over 300 people on the Johnson Terrace and 150 people inside the Margaret Rivers Room A & B. This includes ceremony, reception, dinner and dance capabilities.

The Venue Coordinator will be on site for your entire event to assist with any questions or building issues.