

**HARRISON CO. RECREATION COMPLEX  
RATE SCHEDULE  
COST INCLUDES ROOM SET-UP & CLEAN-UP**

FACILITY	8-HOUR	Security Deposit
LOWER LEVEL - ALL ROOMS	\$ 1,200.00	\$ 300.00
PAVILIONS	\$ 100.00	\$ -
FIRE PIT CIRCLE	\$ 50.00	\$ -

Kitchen****	Included in the Rental Price
Setup****	10:00 AM - 4:00 PM - Free of Charge (After 4:00 - \$50 an hour additional)

DEPOSIT - If the kitchen is not clean there will be an amount deducted from the deposit. Any damage to the building, there will be an amount up to the full amount of your deposit made.

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MAXIMUM CAPACITY - 240 PEOPLE SEATING CHART EXAMPLES WILL BE MADE AVAILABLE

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**NOTES:**

1. Security Deposit and Insurance is Mandatory.
2. These are the only options for facility rentals.
3. The Harrison County Recreation Complex will not be reserved until the deposit is paid and the contract is signed.
4. All fees must be paid "IN FULL" 30 days prior to the event.
5. For bookings made within 30 days of the event: security deposit and fees are due when the contract is signed.

The payment must be made with a personal check or money order only - made payable to the SHERIFF & TREASURER OF HARRISON COUNTY

6. 30 tables and 240 chairs are available for use at the complex on a first come, first serve basis.
7. Rental of the main room will include the patio.

NOTE - Individuals and/or organizations shall save and hold the Harrison County Commission, employees and agents harmless from any claim of liability. Individuals and/or organizations are required to obtain and maintain Tenant User Liability Insurance in the amount of no less than \$1 Mil for use on the premises. A certificate of insurance listing the Harrison County Commission as an additional insured must be presented 30 days prior to the rental date. Individuals and/or organizations may obtain this coverage from the West Virginia County Risk Pool (WVCoRP) through TULIP option on their website ([www.wvrisk.org](http://www.wvrisk.org)) or through local insurance companies.

The rates above are not guaranteed for any period of time and are subject to change without notice. (Rates will be honored if contract is signed, and the deposit is paid prior to any such changes)