

**HARRISON COUNTY RECREATION COMPLEX
RATE SCHEDULE
COSTS INCLUDE ROOM SET-UP AND CLEAN-UP**

FACILITY	4 HOUR	8 HOUR	SECURITY DEPOSIT
Lower Level (Room AB&C) (excludes Kitchen)	\$300.00	\$600.00	\$300.00
Activities Shelter (Gazebo)	\$200.00	xxx	\$200.00
Firepit Circle	\$200.00	xxx	\$200.00
Picnic Shelters	\$75.00	\$100.00	\$0.00
	4 HOUR	8 HOUR	SECURITY DEPOSIT
Kitchen ***	\$200.00	\$300.00	***\$150.00
(150.00 Deposit - If kitchen is not cleaned amount subtracted from this deposit)			
The Kitchen must be contracted separately and is not included in any combination. Deposit can be paid by caterer if any.			
	4 HOUR	8 HOUR	SECURITY DEPOSIT
Kitchen - No Cooking or Prep (warming only): Refrigerator/Freezer, Tables, sink, Warmer Cabinet - Leave Kitchen in same Condition as when you arrived.	\$50.00	\$100.00	\$100.00

IF YOU EXCEED 4 HOURS (TIME PERMITTING - YOU WILL BE CHARGED THE 8 HOUR RATE. IF YOU EXCEED 8 HOURS (TIME PERMITTING) YOU WILL BE CHARGED \$50.00 PER HOUR FOR EACH ADDITIONAL HOUR. YOU WILL HAVE ONE HOUR BEFORE TO DECORATE AND SET UP AND ONE HOUR AFTER TO TEAR BACK DOWN - "AT NO CHARGE!!!"

**SPECIAL RATE FOR WEDDING RECEPTION/
DECORATION AND SET-UP ONLY (see contract #3) \$25.00 PER HOUR**

**ROOM "A" - HOLDS APPROXIMATELY 128 PEOPLE WITH 6' ROUND TABLES (8 PER TABLE)
ROOM "B" - HOLDS - 48 BANQUET STYLE (SIX 6' ROUND TABLES 8 PER TABLE); 55 CHAIRS ONLY
ROOM "C" - HOLDS - 64 BANQUET STYLE (EIGHT 6' ROUND TABLES 8 PER TABLE) 70 CHAIRS ONLY
MAXIMUM CAPACITY IS 250
SEATING CHART EXAMPLES WILL BE MADE AVAILABLE! FILL OUT SEATING CHART FOR YOUR EVENT.**

NOTES:

1. Security deposit and insurance is required.
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 event: security deposit and fees are due when contract is signed.
This payment must be made with a personal check or money order only - made payable to Sheriff & Treasurer of Harrison County.
6. 30 Tables and 300 Chairs are available for use at the complex on a first come first serve basis.
7. Rental of the lower level (AB&C) includes use of the patio.
8. If any gambling (i.e. elimination dinners, bingo, 50/50 drawings, etc.) is involved in an event there must be a signed addendum to the contract confirming compliance with State and Federal Law.

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 Coverage in an amount of not less than \$1,000,000 for the use of 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 Counties Risk Pool (WVCoRP) through the TULIP option on their website (www.wvrisk.org) or through local local insurance companies. (see contract #10)

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 deposit is paid prior to any such changes.)