

North Columbia Schoolhouse Cultural Center

RATES & POLICIES

Weddings

NUMBER OF EXPECTED GUESTS	MEMBER RATE	NON-MEMBER RATE
	Only current NCSCC Members whose membership has been current for at least 6 months prior to wedding may receive this rate.	
75 or less	\$350	\$450
75-125	\$450	\$550
125-225 (Please see rules)	\$550	\$650
225-300 (Please see rules)	\$650	\$750

Please note these rates are for All Day and Evening Saturday and Sunday Rentals. For weekday rates please contact NCSCC.

What your rental rate includes:

- Use of the Amphitheatre, Schoolhouse Lawn, and the Schoolhouse for the entire day and evening for the date of your rental.
- You may arrive in the morning of the day of the rental to set up. Guests may not set up prior to this time due to other events that take place at the Cultural Center.
- All guests must vacate the buildings, grounds, and parking lot by 11:30 PM.
- A \$100 Clean-up Fee has been included in the wedding fee. All items/equipment that you use need to be returned to their proper place i.e. chairs, stage, etc., but we will take care of trash and general cleaning.

Additional items we need from you:

- The renter must obtain liability insurance for one day use of the grounds and building. A copy of this policy shall be sent to the NCSCC at least one week before the wedding occurs. If your homeowners insurance will not cover this try www.theeventhelper.com.
- If alcohol is to be served, the renter must pay an additional \$100 for a NCSCC staff person to be present. Renters cannot sell alcohol on the premises.
- A Security Deposit of \$150.00 is due with your rental fees one week prior to the event. This deposit will be returned within one week after the rental takes place, if no damages have been incurred.
- If over 200 people are expected, the following conditions apply:
 - The renter must hire for a staff person (may be the same as the alcohol staff person)
 - The renter must arrange for the rental of a portable toilet.
 - Because the maximum capacity of the Schoolhouse is 125 people, the renter agrees to make arrangement to hold the wedding and reception outside.

What your rental rate does *not* include:

- Chairs. (Chairs are available for an additional \$20, if they are to be used outside. They are included if used inside.)
- Stage (May be rented for an additional \$10.00).
- A working kitchen-we have potable water plumbed everywhere, but no kitchen.

- Sound & lighting equipment is available at an additional charge (please see the Rental Agreement for rates). NCSCC equipment can only be used by an approved operator. There are several operators in the area that we can hire, but we need advance notice of at least one month to book their services. Please consider early on in your planning if you require light or sound equipment. The amphitheater does not have stage lights, you must hire/provide them.

Conditions of Use:

- No smoking inside the building or at the amphitheater. Smoking is allowed on the front steps/parking lot of the schoolhouse only.
- No candles or incense may be permitted.
- No dogs on site-sorry a few bad pooches have ruined it for all!
- Remind your guests that they cannot park along side the white fence across the street. They can also not block the water access across the street.
- Please keep the noise level in the parking lot to a minimum and encourage your guests to leave the area quietly.
- The Security Deposit will be returned after the key is returned and the facilities have been inspected, approximately seven business days following the event.

The following charges may be taken from your Security Deposit.

- \$20 for leaving fans or the heat on.
- \$20 if any doors or windows of the building are left open.
- \$25 will be charged if the key is lost.
- \$20 if dogs are present on site
- \$20 if signs posted for the wedding are not removed within one

week

Calculate the cost of your wedding rental:

Rental Fees	see above	_____
Stage use	\$10.00	_____
Chairs	\$20.00	_____
Security Deposit	\$150	_____
NCSCC Staff	\$100	_____
<small>(if alcohol served or if more than 200 guests)</small>		
TOTAL		_____

PAYMENT OPTIONS

- Payment is due in advance for all rentals.
- A signed Rental Agreement is required with your payment.
- Cash or checks accepted. Please make checks payable to NCSCC. Sorry no credit cards.
- A copy of acquired liability insurance is due at least one week prior to the wedding.

For questions or concerns please contact NCSCC at 530-265-2826 or email ncsc@nccn.net.