



**Hourly Rates and Fees are rounded up to the hour, no proration.**

**Staff and Utility Fees:** Staff and utilities are charged for rentals outside of Carver Museum business hours and all weekend rentals (or during business hours when deemed necessary based on staffing needs for event size, support, safety and other considerations).

**Cancellation Policy**

1. If the City cancels, all deposits, and fees paid are returned to user.
2. If the user cancels more than 21 days before the use begins, all deposits and fees paid are returned to user.
3. If the user cancels within 21 days before the use begins, 50% of the use fee and 100% of the deposit are returned to user.
4. If the user does not show up for the use, no refund is given

RENTAL SPACES	RENTAL FEE	NOTES
Lobby (Drum) – Deposit Required	\$50 per hour	Deposit required to hold date.
Theatre – Deposit Required	\$67 per hour	4-hour minimum rental required for full productions
Carver Plaza – Deposit Required	\$75 per hour	Front of the museum
Freedom Plaza – Deposit Required	\$75 per hour	Back lawn use of balcony included.
Kitchen – Deposit Required	\$50 per hour	
Classroom	Free	Free during museum hours. Must call or email the museum to reserve space.
Onie B. Conley Conference Room	Free	
Dance Studio	Free	
<b>Security / Deposit Fees</b>		Deposits refundable post event pending no other fees incurred during event
Damage / Cleanup Deposit	\$100 per day	
No Alcohol	\$200 per day	
With Alcohol Served	\$400 per day	
ADDITIONAL	FEE	NOTES
Staff	\$20 per hour, per staff	2 staff members minimum required for events.
Utilities	\$15 per hour	Staff and utilities are charged for rentals outside of Carver Museum business hours and all weekend rentals.
Setup / Teardown Labor Fee	\$20 per hour, per staff	Setup and Teardown fee is charged per staff x the number of hours required to setup and takedown equipment and furniture for rental
Event Overtime Fee	\$122	Overtime penalty fee for how long the event occurs outside the contracted time frame
Damage Fee	Varies	If non-routine cleaning is required or damage occurs during the event, damage and cleanup expenses will be assessed and charged to the client.