



Ray Ellison Ballroom Rental License Fees 2023

NON-HOLIDAYS Jan 2nd – Oct. 31st	Monday – Friday during GSABA business hours 8:30AM – 5PM Mon-Thu 8:30AM – 3PM Fri	Monday – Thursday evenings After 5PM	Friday (after 4PM) – Sunday
Non-Member	\$450	\$800	\$2200
Member: Business Event	\$350	\$650	\$1650
Member: Non-Business Event	\$400	\$700	\$1850
HOLIDAYS			
Nov 1 st – Jan 1 st & Major Holidays (If a holiday falls during the week, the weekend rates will apply)			
Non-Member	\$550	\$850	\$2500
Member: Business Event	\$400	\$700	\$1900
Member: Non-Business Event	\$450	\$750	\$2100

Additional Fees

Linens:

- For groups of 100 or fewer, a flat fee of \$100 is charged to use our linens (black/blue only).
- For groups of 100 or more, a flat fee of \$200 is charged to use our linens (black/blue only).

Booking Fee: \$500

- The Booking Fee is required at the time of Ballroom Reservation. \$250 of the booking fee may be refunded (within 10 days following the event) if all checkout requirements are satisfactory.
(See article V of the contract for more details)

Additional Set-Up Day: \$400

- If a licensee wishes to set-up the event space earlier than the day of the event an additional fee will be charged to hold that date open for set-up. The hours will be between 10:00am-3:00pm the day before the event.

Staff Supervisor Fee: \$35/hr.

- A GSABA Staff Supervisor is required to be on building premises for the duration of the set-up, event, and checkout time outside of GSABA business hours.

Security Fee: \$55/hr., per security officer

- Security Officer(s) is/are required to be on building premises for the duration of the event and checkout time outside of GSABA business hours.
 - Guest attendance of 149 and less = 1 security officer
 - Guest attendance 150 and over = 2 security officers
- (SAHC may require additional security personnel if alcohol is served, or the Staff Supervisor deems it necessary)

Payments Due schedule:

- Booking Fee is due at the time of Ballroom reservation.
- Contract must be signed before the date will be reserved.
- ½ Rental license fee (see chart at the top) is due upon signing of the contract.
- The remaining balance of the Total Estimated Cost is due seven (7) days prior to the event.