

Members' Rates

Members' fees are only applicable for the renter themselves or for the following family members: parents, children, grandparents, sisters, brothers and spouses.

Members will need a signature from their pastor to receive members' discount.

Sanctuary

\$75.00/hr or \$900/ per day

Multi-purpose rooms

\$50/hr or \$350 per day (each)

Dining Hall (main)

\$75.00/hr or \$400 per day

- All rooms require a three (3) hour minimum.
- A day's usage is twelve (12) hours.

A \$100 dollar deposit is required when the contract is submitted.

The balance for all events are due ten (10) business days prior to the event.

Concerts and all other events not related to the OWFPBA will pay the regular rates.

Members' Kitchen Rates

All kitchen usage with/or without the stove requires a \$75.00 deposit. The deposit is to make sure the kitchen area is clean after usage.

The deposit is refunded only if the kitchen/stove is cleaned.

It is suggested that you submit a separate check for the kitchen deposit if you wish to receive it immediately.

Usage of the stove is monitored by Old West Enrichment Center (OWEC) staff.

Inspections are conducted by OWEC staff.

If you request a special set-up for the dining hall, your request must be made one (1) day prior to the event (no exceptions). We will not set-up for any event the day of the event. (all patrons)

The same deposit and refund policy is required for all contracts.

Standard Rental Rates

Main Sanctuary

\$150/hr or \$1,800/per day

Multi-Purpose Rooms

\$100/hr per room or \$700/per day (each)

Dining Hall (main)

\$100/hr or \$750/per day

- All rooms require a three (3) hour minimum.
- A day's usage is twelve (12) hours.

A \$100 deposit is required when the contract is submitted.

The balance for all events are due ten (10) business days prior to the event.

Standard Kitchen Rates

All kitchen usage with/or without the stove requires a \$75.00 deposit. The deposit is to make sure the kitchen area is clean after usage.

The deposit is refunded only if the kitchen/stove is clean.

Usage of the stove is monitored by Old West Enrichment Center (OWEC) staff.

Standard Kitchen Rates (cont)

Inspections are conducted by OWEC staff.

Special requests to set-up the dining hall must be made one (1) day prior to the event (no exceptions).

Provisions of all contracts:

- A deposit is due when the contract is submitted.
- A verbal request does not confirm a date. Your event date is confirmed only when a contract and deposit is received.
- Time to decorate and clean-up should be built into your contracted hours.
- The pulpit comes as is. We will not sweep the pulpit. Podium/chairs stay intact.
- **No eating or drinking** (water bottles) is **allowed** in the sanctuary.
- Candles for weddings may be used only if they are totally contained.
- Wedding planners must meet with the director for approval of all decorations, etc.
- Tape, tacks, staples, or nails in the walls or in the cloth seats are not permitted.
- All decorations and other items must be removed immediately following your event. i.e. hangers, shoe boxes, foliage, etc.

Audio Equipment:

- A certified audio technician is available for a \$25/hr fee.
- Auxiliaries and OWF Churches are exempt from the fee payment but must use an OWEC technician.

- No temporary structures can be built without the consent of the director.
- No animals except seeing-eye dogs allowed.

Special Note: No outside furniture is allowed. Patrons will use the tables/chairs available.

It is suggested that you submit a separate check for the kitchen deposit if you wish to receive it immediately.

Refund Policy: Cancellations must be made within 10 business days prior to the event. Only 50% of any payment will be refunded.

High-speed internet access is available - \$35

Concerts & Special Programs:

- It is the renter's responsibility to make sure groups are aware of the OWEC rules.
- Absolutely not selling inside the sanctuary.
- Adherence to contract beginning and ending times. Occupancy is based on hours paid for, no more/no less.
- It is your responsibility to make sure the musicians are not lagging around after your event is over.
- The musicians should be packing their equipment to move swiftly and vacant the building.
- Time for the musicians to set-up and break-down should be included in your contracted time.

**Old West
Enrichment Center**



Photograph by: Deacon Curtis Williams

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Contact information:

To schedule events and tours:

Telephone: (850) 575-0470

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