

Special Events Packages



Private use of Multipurpose Room and Partial Street Area, includes bar operations, and separate entrance on side of building. Use of Kitchen for food preparation is an additional charge. Between the hours of 8am and 1am, subject to availability.

Great for all gatherings:

parties, receptions, anniversaries, reunions, dances, banquets, cocktails, dinners, celebrations of life and buffets to name a few!

Tier 1 Special Event \$250.00

75 Guests

5 hour rental including private use of the Multipurpose Room and Partial Street. 2 hours for set up included. Between the hours of 8am and 1am, subject to availability, the latest being 8pm-1am
Maximum capacity 75 people
Damage Deposit Required \$200

Bar Sales must fulfill a minimum of \$300.00.

Tier 2 Special Event \$400.00

150 Guests

5 hour rental including private use of the Multipurpose Room and Partial Street. 2 hours for set up included. Between the hours of 8am and 1am, subject to availability, the latest being 8pm-1am
Maximum capacity 150 people
Damage Deposit Required \$200

Bar Sales must fulfill a minimum of \$500.00.

Tier 3 Special Event \$550.00

220 Guests

5 hour rental including private use of the Multipurpose Room and Partial Street. 2 hours for set up included. Between the hours of 8am and 1am, subject to availability, the latest being 8pm-1am
Maximum capacity 220 people
Damage Deposit Required \$200

Bar Sales must fulfill a minimum of \$800.00.

See “*Special Package Add-ons*” below for additional services offered

Special Events Package Add-ons:

- Extra time for event and/or event set up (\$35/hr)

- Extra Bar hours for extended event (\$30/hr)
*Up to 1:00am. Bar Sales must fulfill a minimum dollar amount; amount is dependent on size of event and number of guests in attendance. Should Bar Sales not meet the minimum requirement, a charge will be applied. *Renter must agree to Bar Policy for details on rules and regulations governing alcohol consumption; included in the Rental Agreement Contract.*

- Kitchen for food preparation & catering (\$30/hr)
May begin prior to the event upon approval. Kitchen service not permitted after 1am. Please note that it is required that at minimum one person involved in food handling has completed a safe food handling course.

- Technology & Other:
 - Projector \$25
 - TV/DVD Combo \$25
 - IPOD Dock \$10
 - Podium \$10

- Tablecloths & Linens; white & black polyester linens, includes laundering. Quantities are limited.
 - Round 72" \$12.50/each
 - Rectangular \$10/each
 - Other Various \$10/each
 - Napkins \$0.50/each

- Kitchen Equipment
 - Coffee & Tea Urns \$10/each
 - Popcorn Machine \$20
 - Hot Dog Machine \$20
 - BBQ Full Day \$45 (8hrs)
 - BBQ Half Day \$25 (4hrs)

*Please note rental does not include ingredients/supplies.

BBQ does include use of propane.

Please read operating instructions before using equipment and ask PRCC staff for assistance when needed. Renter is responsible for any damages incurred during the rental of the equipment.

- Dishes, Cutlery & Stemware
Rate listed is per piece, all dishes/cutlery/stemware must be rented in multiples of 10
Dishes must be returned clean and in the same state in which they were originally provided.

- Standard Place Setting \$1.50/person
 - Dinner Plate
 - Mug & Saucer
 - Water Goblet
 - Dinner Fork, Butter Knife, and Dessert Spoon
 - Additional items from below can be added on
- Dishes \$0.55/piece
 - Dinner Plate
 - Salad Plate
 - Soup Bowl
- Stemware \$0.50/piece
 - Mug
 - Mug Saucer
 - Water Goblet
 - Wine Glass
- Cutlery \$0.20/piece
 - Salad Fork
 - Dinner Fork
 - Soup Spoon
 - Dessert Spoon
 - Butter Knife
 - Steak Knife
- Salt & Pepper Shakers \$0.75/each (includes salt & pepper)

- Décor
Rate listed is per piece. Items must be returned clean and in the same state in which they were originally provided.

- Chair ties – Navy Blue - \$1.25/each
- Table runners – Navy Blue - \$7.00/each
- Table top vases - \$2.00/each
- Small mirror tiles - \$0.75/each
- Mercury glass votive holders - \$0.50/each
- 3 stick Candelabra - \$5.00
- Single candle stick - \$2.50
- Clear/white/blue diamonds - \$8.00
- Mailbox - \$10.00
- Tented table numbers (1-24) - \$5.00