

## **2011 FEES AND CHARGES**

<u>Room Name</u>	<u>2011 Rate</u>
Large Conference Room	\$25 for two hour time block and \$8 each additional hour.
Small Conference Room	\$20 for two hour time block and \$8 each additional hour.

### Notes on fees:

1. A reservation date can be tentatively held verbally for 48 hours.
2. The fee may be waived if a City staff member is assigned to a group as a part of their work duties and assumes responsibility for the room reservation.

## **REFUNDS**

A 30-day cancellation notice is required for a full refund. If we are notified of your cancellation 30 days prior, a full refund will be given. No refunds will be issued for cancellations made less than 30 days prior to an event.