

## Longmont Museum - Rental Rates, Fees & Capacities

<b>Performance Space</b>			<b>Security &amp; Damage Deposit</b>	<b>Performance Capacity</b>
<b>STEWART AUDITORIUM</b> - Capacity 250 seats	<b>Base Rate (4 hrs)</b>	<b>Each Additional Hour</b>		<b>Stewart Auditorium</b>
Auditorium includes the Swan Atrium	1,250.00	275.00	500.00	250 seats
Auditorium Only - Rehearsal w/ No Tech	825.00	175.00		Includes 5 wheelchair spots
<u>Non-profit rates for 501(c)-3 organizations only</u>				
<b>Stewart Auditorium &amp; Atrium</b>	825.00	175.00	500.00	
<b>Auditorium Only with No Tech - Rehearsal</b>	600.00	150.00		

<b>Event Spaces</b>			<b>Security &amp; Damage Deposit</b>	<b>Events Capacity</b>
<b>Special Events - Reception, Fundraiser, Celebration, etc</b>	<b>Base Rate (4 hrs)</b>	<b>Each Additional Hour</b>		<b>seated / standing</b>
<b>Swan Atrium</b> only	750.00	125.00	250.00	<b>Atrium</b> 150 / 181
<b>Museum Courtyard</b> w/ Gazebo	750.00	125.00	250.00	<b>Courtyard</b> 250 / 350
Non-profit discount	20% discount			

<b>Meeting &amp; Conference Space</b>			<b>Security &amp; Damage Deposit</b>	<b>Meeting Capacity</b>
<b>Kaiser Permanente Education Center</b>	<b>Base Rate (3 hrs)</b>	<b>Each Additional Hour</b>		<b>seated / standing</b>
<b>Kaiser Meeting Room</b>	250.00	75.00	125.00	<b>Kaiser C</b> 85 / 112
<b>Kaiser Education Center</b>	375.00	125.00	125.00	<b>Ed Center</b> 150 / 181
Non-profit discount	20% discount			

<b>Fees and Optional Add-ons</b>		<b>Ticketing Fees</b>		<b>MUSEUM RENTALS INCLUDE:</b>
Afterhours charge	125.00	Set-up	75.00	
Risers	125.00	Ticket fee - per ticket	1.50	
Concert Grand Piano	225.00	Reprinting per ticket	0.50	
Green Room/Kaiser Meeting Room	175 / day	Credit Card Processing fee	3.5%	
2nd Tech staff	35 / hr	Cancellation	50.00	
Extra Set up - over 20 tables or 100 chairs	125.00			

\*Museum does not offer linens.  
\*\* Not available in Atrium and Courtyard

<p><b>DEPOSIT AND PAYMENT</b></p> <p>The Security and Damage deposit is due upon the signing of the rental contract. Contract payment is due not later than 7 days prior to the event. Deposit amount is returned within 5 business days following the event.</p>	<p><b>CANCELLATION POLICY</b></p> <p>For a full refund, Museum must receive written notice at least 30 days before the date of the rental. If notice is received within 30 days, the client forfeits the full damage/security deposit. If notice is received within 15 days, client pays the entire rental amount less the damage deposit.</p>
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