



Multipurpose Room 2011 Facility Rental Fees

All rates based on 4-hour Minimum

Day	Non –Profit Fee 501 (C) 3	Standard Fee
Monday - Thursday	\$65.00 Per hr.	\$90.00 Per hr.
Friday - Sunday	\$100.00 Per hr.	\$120.00 Per hr.
Holidays	\$200.00 Per hr.	\$200.00 Per hr.

NOTE: Facility Closes at 11 p.m.

Rental Deposit: A \$250.00, refundable, deposit must be paid to hold the event date. This payment must be in the form of a money order or cashier's check. Cash will not be accepted. This check is held in the event file for payment for any damages or clean-up fees incurred. If no damages or clean-up fees are incurred, the deposit will be returned within 7 business days.

Rental Payment: Is due 30 days or earlier prior to your event. Payment may be made in the form of personal check, cashiers/corporate check, money order, or cash, payable to the **City of Dallas**.

Event security, medical emergency units, and Auxiliary needs are the responsibility of the client.

All bagged and/or boxed trash must be pulled from the trash receptacles and placed in a pre-designated area at the end of the event. Any damage to facility and/or equipment will be assessed from the deposit fee and any additional fees will be invoiced separately.

Cancellation Policy: A written notification either by email or letter is required for cancellation of event. Below you will find the mailing address and email address.

- 30 Calendar Days Prior to event, 50% of Rental/Deposit Amount Paid Refunded
- 20 Calendar Days Prior to event, 25% of Rental/Deposit Amount Paid Refunded
- Less than 10 days NO REFUND

Additional Inquires:
Jaclyn.sadler@dallasfarmersmarket.org
214-939-2242