



Hempstead Hall Fee Chart

Adopted June 2015

Room	Square Feet	4 hours	8 hours	Additional Hours
Theatre	12,000	\$625	\$1,250	\$100 per Hour
Conference Center (4 Suites)	7,380	\$750	\$1,500	\$100 per Hour
Blevins Suite	1,960	\$250	\$400	\$50 per Hour
Washington Suite	1,820	\$250	\$400	\$50 per Hour
Fulton Suite	1,820	\$250	\$400	\$50 per Hour
Spring Hill Suite	1,780	\$250	\$400	\$50 per Hour
Room	Square Feet	4 hours	8 hours	Additional Hours
Hope Suite	872	\$100	\$200	\$50 per Hour
Patmos Conference	168	\$45	\$90	\$50 per Hour
Oakhaven Rotunda	2500	\$150	\$300	\$50 per Hour
Lower Lobby w/ Rotunda	6000	\$250	\$500	\$50 per Hour
Upper Lobby	2000	\$100	\$200	\$50 per Hour
Stage	3200	\$300	\$600	\$50 per Hour
Amphitheatre w/ Pavilion	1500	\$300	\$700	\$50 per Hour
Anthony Routon Pavilion		\$250	\$400	\$50 per Hour
Perrytown Plaza		no cost	no cost	no cost

Regular hours of operation of Hempstead Hall 8:00 A.M.-5:00 P.M. Monday thru Friday

Regular Summer hours of operation of Hempstead Hall 7:00 A.M.- 5:30 P.M. Tuesday thru Friday.

Minimum attendance for events outside of regular business hours must exceed 74 people on Monday through Thursday events and must exceed 149 attendees on Friday and/or Saturday events.

Hempstead Hall reserves the right to change and/or update pricing at any time.

Hempstead County residents will be charged 1/2 of the listed 4 hour and 8 hour Rental Fees.

Hempstead County educational organizations will not be charged a rental fee; however, charges for specialized equipment, set up, and off-schedule use will be assessed.

Hempstead County non-profits must supply 501C3 status documentation. These organizations will not be charged a rental fee during regular hours of operation, however, charges for specialized equipment, set up, and off-schedule use will be assessed. These organizations will be charged 1/2 of the current facility rental fee for time outside of regular business hours.

Support charges will apply to all events.

OVER



Support Charges and other Non-Negotiable Costs

Adopted June 2015

Pipe and Draping	\$10 per Section
Stage Riser 6'x8'	\$35 per Riser
Place Settings	\$1.00 per Setting
Table Cloths	\$15 Each
9' Baldwin Grand Piano	\$100
7' Steinway Baby Grand Piano	\$50
Security	\$35 per Hour
Facilitator	\$15 per Hour
Kitchen Fee (Caterers)	\$50 50 people or less
	\$125 51-250 people
	\$250 251 or more people
Kitchen Fee (Non-caterers)	\$125
Custodial Fee	\$15 per Hour (outside regular operating hours)
Technician	\$25 per Hour
Audio/Visual Technician Assistant	\$15 per Hour
Wedding/Reception/Personal Celebration Upcharge	\$100 per suite
Cleaning Fee	\$200

Prep Time and Tear Down Time will be charged at the normal hourly rate.