



FACILITY RENTAL RATES & POLICIES

MULTI-PURPOSE ROOM + OUTDOOR EVENT SPACE (COMBINED RENTAL)

Hourly Rates

RENTAL TYPE	RATE
Monday – Thursday	\$200 / hour
Friday – Sunday	\$250 / hour

Package Rates

RENTAL PERIOD	RATE
Half Day (5 Hours)	\$1,150
Full Day (10 Hours)	\$2,350

MULTI-PURPOSE ROOM (capacity: 75-100)

Hourly Rates

RENTAL TYPE	RATE
Monday – Thursday	\$125 / hour
Friday – Sunday	\$150 / hour

Package Rates

RENTAL PERIOD	RATE
Half Day (5 Hours)	\$600
Full Day (10 Hours)	\$1,350

OUTDOOR EVENT SPACE (capacity: 250-300)

Hourly Rates

RENTAL TYPE	RATE
Monday – Thursday	\$125 / hour
Friday – Sunday	\$150 / hour

Package Rates

RENTAL PERIOD	RATE
Half Day (5 Hours)	\$600
Full Day (10 Hours)	\$1,350

COMMERCIAL KITCHEN

Rental Rates

RENTAL PERIOD	RATE
Up to 4 Hours	\$150
Full Day (8 Hours)	\$300

Kitchen Policy

- The kitchen must be returned in the same clean condition in which it was received.
- A \$150 cleaning fee will be assessed if additional cleaning is required.
- Renter supplies their own food and cooking supplies unless otherwise stated.
- All appliances/equipment must be cleaned after use.

- Food must be removed at the end of the rental.
- No grease, oil, or food waste may be disposed of improperly.
- Renter is responsible for damage to kitchen equipment.

GENERAL RENTAL POLICIES

- Security deposits are fully refundable following a satisfactory post-event inspection.
- Final payment is due no later than three (3) days prior to the scheduled event date.
- Payments & deposits are accepted via payment link provided. Each payment is subject to a 2.8% processing fee.
- Additional charges may apply for damages, excessive cleaning, or overtime use.
- Tables, chairs, and audiovisual equipment may be available upon request, subject to availability.
- A \$250 refundable security deposit is required for all half-day and full-day rentals.
- Half-day and full-day reservations must be booked with a security deposit at least (20) days in advance.
- The room must be returned in the same condition in which it was received.
- A \$175 cleaning fee will be charged if additional cleaning is required.
- Outdoor rentals are subject to weather conditions and facility availability.
- **Occupancy:** Maximum occupancy limits apply to each rental space and must be observed at all times.
- **Setup/Cleanup:** Rental time includes up to 1½ hours for setup outside of event time. All rentals must conclude at least 1½ hours before the facility's closing time to allow for cleanup, unless otherwise arranged in advance.
- **Cancellation & Rescheduling:** Cancellations and rescheduling requests must be submitted in writing. Refund eligibility is subject to the cancellation timeline outlined in the rental agreement.
- Cancellations made within **14 days of the scheduled event date** are subject to forfeiture of the Facility Protection Deposit.
- **Reservation Confirmation:** A reservation is not considered confirmed until the required security deposit and completed rental agreement have been received.
- **Damage:** The renter is responsible for damage caused by the renter, guests, vendors, or other persons associated with the event.
- **Prohibited Activities:** Illegal activities and activities that create an unsafe condition or violate facility policies are prohibited.

RECORDING STUDIO

Hourly Rates

RENTAL TYPE	RATE
Studio Only	\$50 / hour
Studio with Engineer	\$75 / hour

Block Rates

RENTAL PERIOD	RATE
4-Hour Block (Studio Only)	\$150
4-Hour Block (With Engineer)	\$250
8-Hour Block (Studio Only)	\$350
8-Hour Block (With Engineer)	\$500

CONTACT INFORMATION

Collins Resource Center

Hours 10a-10p daily

For reservations, availability, or additional information, please contact admin@collinsresource.com.