

Hutchinson Event Center

RENTAL RATES

Hutchinson's Meeting Place!

Hutchinson Event Center Rental Rates

Great Room

Seating up to 525 dinner or 1,100 theatre

Monday - Thursday	\$300
Friday, Saturday, Holidays	\$575
Sunday	\$375
Linen Service Fee	\$90

Half Great Room - 3M Room

Seating up to 250 dinner or 350 theatre

Monday - Thursday	\$175
Friday, Saturday, Holidays	\$325
Sunday	\$250
Linen Service Fee	\$45

Quarter Great Room

Seating up to 100 dinner or 125 theatre

Hutchinson Telephone or AmericInn Room

Monday - Thursday	\$90
Friday, Saturday, Holidays	\$225
Sunday	\$150
Linen Service Fee	\$20

Meeting Room

Ambassador Westlund McCormick

Seating for Theatre	40	30	35	\$20/hour (2 hour minimum)
Seating for Classroom	25	25	25	Minimum Linen Service Fee \$10

Program Room

Hoefer Cashwise MidCountry Stearns

Seating for Theatre	30	85	15	15	\$20/hour (2 hour minimum) (Cashwise room \$40/hour-\$90/day M-TH-\$125 day wknd)
Seating for Classroom	25	60	N/A	N/A	Minimum Linen Service Fee \$10

LCD Projector 3500 Lumen	\$300/day	Security*	\$51/hour
LCD Projector 1100 Lumen	\$100/day	Refundable Damage Deposit	\$200/event
Front/Rear Truss Screen 9x12	\$83/\$117/day	White Board/Stand 4x6	\$14/day
Wireless Microphone	\$35/day	White Board/Stand 3x4	\$11/day
Podium w/Microphone	\$35/day	Coffee	\$10 for 30 cups
TV & VCR – Lap top	\$30/day	(HEC non-catered events)	\$15 for 50 cups
Overhead Projector	\$27/day	Food Beverage Fee	\$75 or \$40 day
Slide Projector	\$27/day	Tripod Screen 8 ft.	\$15/day
Piano	\$25/day	Tripod Screen 6 ft.	\$10/day
VCR/DVD/ CD player or Cassette	\$20/day	China/Flatware	\$3buf/\$5 seated
Podium	\$10/day	Draper Easels	\$5/day
Internet Connection	\$20/day	Speaker Phone	\$20/day

Note: Special Audio Video package pricing is available.

*Rates are subject to change.

***SECURITY:** For events with alcohol, we require at least one Hutchinson police officer on duty until the end of the event (minimum of 4 hours). For groups of 250 or more, a second officer may be required for the final 4 hours of the event. The fee for each officer is \$51/hour. (Please refer to "Rental Policy") Rates: 7-12-10 for 2011

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