

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	\$500
Sunday	\$350
Linen Service Fee	\$90

Half Great Room - 3M Room

Seating up to 250 dinner or 350 theatre

Monday - Thursday	\$175
Friday, Saturday, Holidays	\$275
Sunday	\$200
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	\$175
Sunday	\$125
Linen Service Fee	\$20

Meeting Room

Ambassador Westlund McCormick

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

Program Room

Hoefer Cashwise MidCountry Stearns

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

<i>LCD Projector 3500 Lumen</i>	\$300/day	<i>Security*</i>	\$41/hour
<i>LCD Projector 1100 Lumen</i>	\$100/day	<i>Refundable Damage Deposit</i>	\$200/event
<i>Front/Rear Truss Screen 9x12</i>	\$83/\$117/day	<i>White Board/Stand 4x6</i>	\$14/day
<i>Wireless Microphone</i>	\$35/day	<i>White Board/Stand 3x4</i>	\$11/day
<i>Podium w/Microphone</i>	\$35/day	<i>Coffee</i>	\$10 for 30 cups
<i>TV & VCR – Lap top</i>	\$30/day	<i>(HEC non-catered events)</i>	\$15 for 50 cups
<i>Overhead Projector</i>	\$27/day	<i>Food Beverage Fee</i>	\$75 or \$40 day
<i>Slide Projector</i>	\$27/day	<i>Tripod Screen 8 ft.</i>	\$15/day
<i>Piano</i>	\$25/day	<i>Tripod Screen 6 ft.</i>	\$10/day
<i>VCR/DVD/ CD player or Cassette</i>	\$20/day	<i>Backdrop (40' max)</i>	\$5/day/linear ft.
<i>Podium</i>	\$10/day	<i>Draper Easels</i>	\$5/day
<i>Internet Connection</i>	\$20/day	<i>Speaker Phone</i>	\$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 from the time the bar opens until it closes at 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 \$41/hour. (Please refer to "Rental Policy")

1005 Hwy 15 S., Plaza 15 Hutchinson, MN 55350
Telephone: 320-234-5656 • Fax: 320-234-5655
www.hutchinsoneventcenter.com