

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

<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>	\$51/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>China/Flatware</i>	\$3buf/\$5 seated
<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 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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