

**WEEKEND RENTAL  
RESERVATION FEES & PROCEDURES  
GARNER SENIOR CENTER**



I. Portions of the Garner Senior Center and Fitness Annex are available for use by groups and individuals for non- profit events.

II. Fees:

Banquet Room (150 max capacity)

Garner Resident: \$70 per hour/ Non-Resident: \$ 105 per hour

Annex/Gym (213 max capacity)

Garner Resident: \$75 per hour/ Non-Resident: \$ 113 per hour

Food Service Fee: \$50 flat fee (per event) – for Banquet Room rentals, only.

Allows access to catering kitchen which includes: warming ovens, stove top, sinks, refrigerator and freezer, ice machine and serving window. This is a required fee for all events.

III. Reservation Procedures

A. Groups and individuals may reserve the facility by submitting the ***Application for Use*** and paying the reservation/security deposit. Reservations may be made a minimum of 30 days and a maximum of 6 months prior to the requested date of use.

C. All other payments (Use Fee and Food Service Fee) are due 30 days prior to the requested date.

D. Cancellations

More than 90 days prior to event --- \$50 fee

90-30 days prior to event --- \$150 fee (reservation/ security deposit)

Less than 30 days prior to event --- no refund

E. Event times may be changed up to 14 days prior to the requested date. At 14 days prior to the requested date, the information on the application will be binding, therefore it must be accurate. Staffing and other arrangements will be made based on information contained on the application.