

**Policy and Procedures – Reservation and Rental by
Non-residents of Sun City Texas**

1. **Purpose:** This Appendix prescribes the rules and fees pertaining to reservation and rental by non-residents of Sun City Texas (including reservations by the developer).
2. **Specific Rules and Deposits:**
 - a) Non-residents of Sun City Texas will pay fees as shown below.
 - b) Non-residents of Sun City Texas also will be charged for the use of special equipment, special setups or teardowns including normal and overtime labor associated with the event. A/V equipment is available for rental at the additional fees shown below.
 - c) For events where alcohol is being served, the non-resident rental parties are required to pay a security guard to monitor the event..
 - d) Non-residents or non-resident groups renting facilities are required to pay a refundable damage deposit fee of \$200.

3. **Fees.**

Standard Rental Fee Schedule (Room Charges Only).

<u>Facility</u>	<u>Capacity</u>	<u>Fee</u>
SC Six Flags Ballroom	600	\$350/hr
SC American Room	72	\$60/hr
SC French/Texas Room	64	\$60/hr
SC Spanish Room	400	\$250/hr
SC Patio	75	\$60/hr
SC Conference Room	10	\$20/hr
Pavilion	200	\$100/hr
The Oaks	100	\$120/hr
AC Meeting Rooms 1 & 2	20	\$30/hr
AC Meeting Rooms 3 & 4	22	\$30/hr
AC Atrium	104	\$60/hr
AC Conference Room	10	\$20/hr
Bocce / Hawks patio area	28	\$30/hr

SC – Social Center AC – Activity Center

Note: There will be a flat fee of \$3,000 for the reservation of the ballroom for weddings and receptions. The period of rental for these types of events will be all day.

**A/V Equipment Rental Fee Schedule
plus the current City and State Sales Tax**

The A/V Equipment Rental Fee structure directly parallels the Room Rental fee structure regarding Appendices D.

Security Officers: \$25.00 per hour, with a 3 hour minimum. (Subject to change.)

Audio-Visual Rentals:

Corded Microphones, Mixer and Speaker System (per microphone)	\$10.00
Wireless Microphone (each)	\$25.00
Lapel Microphone (each)	\$25.00
30½" TV with DVD Player	\$30.00
LCD Projector in Ballroom	\$75.00
Portable LCD Projector	\$30.00
Laptop Computer	\$50.00
Overhead Projector	\$15.00
Portable Tripod Screen 6' x 8'	\$10.00
Audio-Visual Operator (per hour), 2 hour minimum	\$15.00