

## Facilities Use Fee Matrix

Cost for after hours and weekends for members and anytime for non-members. All set up must be done by the group renting the facility.

Approval Date:

Room Rental Pricing	Member - during office hours	Member – after office hours	Non- Member – -all times
<b>Special Event -</b> <ul style="list-style-type: none"> <li>• Room Use Only</li> <li>• Cost of taxable service ware (all service pieces)</li> <li>• Plus</li> <li>• Room plus taxable items (<i>*example based on 100 people</i>)</li> </ul>	<b>\$150.00</b>  \$3.00/ person  Tax – 8.5%  <i>Total Cost = \$475.50*</i>	<b>\$500.00</b>  \$3.00/ person  Tax – 8.5%  <i>Total Cost = \$825.50*</i>	<b>\$800.00</b>  \$3.00/ per person  Tax – 8.5%  <i>Total Cost = \$1,125.50*</i>
<b>Education/Staff Meeting (full day)</b>	\$150	\$300	\$600
<b>½ Day Event or weekday evening</b>	\$100	\$150	\$300

All service charges are subject to current applicable sales tax. Tax is not charged for the room rental itself but tax does apply for the following at the current WA state tax rate for Whatcom County:

- **Taxable Items** – equipment for rent listed below is taxable and will be billed out and contracted separately. Groups renting the facility will have the option NOT to use our taxable items and bring their own. If the group decides not use the taxable items then the room only charge will apply.
- **Beverage service** can be provided at a cost of \$0.75 per person (includes coffee, ice water and hot water- for tea, coffee mug, cream & sugar) **during business hours only.**
- **Equipment** may be rented from the BIAWC at the following rates: **A/V Equipment:** Hard-wire Mics & Cords \$15 each, Hand-held Wireless Mics & Receivers \$30 each, Clip Mics & Receivers \$25 each, Digital Projector (LCD) \$35, Podium \$ 10, Overhead Projector \$10, Telephone \$10 (long distance calls – fees will apply as well) **Service Equipment: (we have serviceware that can accommodate up to 150 people)** Dinner Plates \$0.50 ea, Salad Plates \$0.30 ea, Coffee Mugs \$0.30 ea, Dinner Knife \$0.30 ea, Dinner Fork \$0.30 ea, Dinner Fork \$0.30 ea, Spoons \$0.30 ea, Wine Glasses \$0.50 ea, Water Goblets \$0.50 ea.