



Event Proposal

Courtyard Concert
 Resident Organization/Non-Resident Private Party
 Weekend Evening

<i>Event Schedule</i>			
Set Up Time	3:00 PM	Room Cleared	10:00 PM
Event Start Time	6:00 PM	Event End Time	8:00 PM
Function Type	Concert	Expected Guest Attendance	200
Non-Refundable Application Fee			\$35.00
Refundable Damage Deposit			\$500.00
Insurance			\$119.00
Imagination Courtyard	3:00 PM to 10:00 PM		\$2,653.46
<i>**The Facility Fee Includes the following Included Amenities, Required Safety Amenities and Event Staff</i>			

<i>Included Amenities</i>		
<i>ITEM</i>	<i>QUANTITY</i>	
6' Table with Black Drape	5	
White Resin Chairs	130	
<i>Required Safety Amenities</i>		
<i>ITEM</i>	<i>QUANTITY</i>	<i>COST</i>
Restroom Porter, per hour. (4 Hour Minimum)	4	\$173
Sanitation Fee	1	\$68
	TOTAL:	\$240

<i>Additional Amenities</i>		
<i>ITEM</i>	<i>QUANTITY</i>	<i>COST</i>
Stage Package	1	\$527.00
Black Backdrop	1	\$976.50
Uplights for Stage	5	\$250.00
Courtyard Lighting Package	1	\$1,942.50
Additional White Resin Chairs	70	\$264.60
	TOTAL	\$3,960.60

Transaction Fee:	\$270.72
Total with Damage Deposit:	\$7,538.78
Total without Damage Deposit:	\$7,038.78

Proposal is a cost estimate based on details and fees at time of creation and/or updates. Pricing subject to change based on event needs, scheduled fee updates, required safety amenities and vendor availability.