

City Hall Rental Fees

Friday 5pm - 11:00 pm Saturday	Rental Fee	Cleaning Deposit (Refundable)	Weekend Fee	Total
Atrium	\$225.00	\$225.00	\$150.00	\$600.00
Auditorium Lobby	\$250.00	\$250.00	\$150.00	\$650.00
Banquet Hall: Up to 100 person occupancy	\$350.00	\$350.00	\$150.00	\$850.00
Banquet Hall: Exceeding 100 person occupancy up to 300	\$450.00	\$450.00	\$150.00	\$1,050.00
Auditorium: up to 400 occupancy	\$500.00	\$500.00	\$150.00	\$1,150.00
Monday - Friday 8am - 5pm (excluding holidays)			W/O Weekend Fee	
Atrium	\$225.00	\$225.00		\$450.00
Auditorium Lobby	\$250.00	\$250.00		\$500.00
Banquet Hall: Up to 100 person occupancy	\$350.00	\$350.00		\$700.00
Banquet Hall: Exceeding 100 person occupancy up to 300	\$450.00	\$450.00		\$900.00
Auditorium: up to 400 occupancy	\$500.00	\$500.00		\$1,000.00
	Advance	After set up		
Tables (per table in advance/per table after set up)	\$7.00 per table	\$10.00 per table		
Chairs (per chair in advance/per chair after set up)	\$1.75 per chair	\$2.50 per chair		
Electronic Equipment; Projector 1, 2, 3, microphone, Sound System	\$20.00 per item per day			
Cleaning/Damage Deposit by check or money order, (*see notes 4-6)				
Weekday Rate; (8 am Monday through 5 pm Friday)	Base + Deposit Rate			
Weekend Rate; (5 pm Friday through 11 pm Saturday)	Base + Deposit Rate + \$150.00			

1. Lawton Public School (LPS) activities shall receive priority placement subject to scheduling availability. The above fees are waived for official LPS events.
2. Daily rate is assessed for rental use of City Hall from 8am Monday - 5:00 pm Friday excluding Holidays.
3. Weekend rate is assessed for rental use of City Hall from 5:00 pm Friday - 11:00 pm on Saturday. \$50.00 will be charged toward the deposit for any part of each hour beyond 11:00 pm. There are no rentals on Sunday's, nor during official City recognized holidays.
4. *All or part of the cleaning/damage deposit may be retained for damages resulting from scheduled event and / or for incompleteness of all rental obligations. Cleaning/Damage deposits are refundable upon successful completion of rental obligations. It should also be noted that when the Banquet Hall is rented at the "up to 100 person" rate, but the final tally of attendees exceeds 100, the additional \$100 fee shall be applied and taken out of the deposit. Lessees should be aware that it takes two to three weeks to process refund checks.

5. *If Lessee cancels the event less than 60 days before the date for which it is reserved, \$50.00 of the deposit is non-refundable.
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 6. *In the event that the cleaning/damage deposit is not sufficient to cover charges, such as potential damages/cleaning incurred by the City, the City will first repair any damage and/or complete needed cleaning and then invoice the lessee and/or responsible parties as authorized by the Building Lease Agreement.