

Hope Center Event Costs Summary Sheet

As a benefit of your Alliance Partner membership with WNPA, there is no facility fee to rent event space in the Hope Center during regular hours, 7:30am-6pm. However, there are a few additional expenses which may be incurred:

All Events:

Facility Coordinator – *all events in the Hope Center* are required to have a trained Facility Coordinator on site during the Setup and the Event itself. This person will assist with setting up the room (unless the Hope Center Maintenance Staff is hired instead, see below), ensuring the lights/sound system/etc. are working, and any other day-of needs your event may require. We have several trained coordinators we have used and will gladly assign one to you. **The coordinator fee is \$20/hr.**

After-Hours Events:

Any event taking place any time other than between the hours of 7:30am-6:00pm Mon-Fri (the Hope Center's business hours) MAY require the following After-Hours expenses.

HVAC – If your event is scheduled to occur any time outside of regular office hours and you would like to request heating or air-conditioning, The Hope Center charges **\$45/hr per room for each hour it runs outside normal business hours**. Some exceptions apply.

Security – An armed security guard is required for events with over 25 attendees. If your event has over 200 attendees, a second guard will be required. Security will stay 1 hour after your event—30 min for guests to leave and 30 min for him to lock up the building. If your guests take more than 30 min to leave, you will be responsible for the additional time for the security guard. The cost is **\$45/hr per security guard**. If more than one event is taking place, the security guard fee will be divided among the ministries according to the number of attendees.

Optional Offerings:

Room Setup – You are allowed to set-up the room yourself, which is usually the most cost-effective option. Your Facility Coordinator will assist you with the location of any tables, chairs, podiums, decorations, etc. However, you also have the option to request the Hope Center maintenance team to setup the room for you in advance. You will need to provide detailed descriptions of the setup you desire and they will charge **\$40 per person per hour** it takes them to complete the setup of the room.

A porter can be hired to take out trash, refresh bathrooms, and vacuum after weekend (Fri-Sun) events for **\$20/hr with a 4 hour minimum**. Otherwise, you will be responsible for cleanup afterward.

Speakers, pipe drape, and uplights can be requested for additional fees.

Please note: all expenses will be paid to the Hope Center through WNPA and deducted from your Alliance Partner account approximately TWO months after the event occurs.