

Facility Rental Policy

JP Center General Public: Big Room: \$75/hr (787 capacity)

Small Room: \$50/hr (88 capacity)

JP Center Non-profit: \$25 flat fee per day

Kitchen use: \$25 flat fee (All)

Set up day before \$25 flat fee (All)

Clean up day after \$25 flat fee (All)

Tables & Chairs \$200 flat fee Big Room

Tables & Chairs \$75 flat fee Small Room

Tables & Chairs Non-Profit \$25 flat fee

Deposit Big Room: \$300

Deposit Small Room: \$150

All fees/charges are due fourteen (14) days prior to event date. Cancellations must be received in writing at least thirty (30) days prior to the event.

Over 30 days cancellation- 50% deposit back

Less than 30 days- non-refundable

Rescheduling fee- None

Reservation must be booked 2 weeks prior to event

Liability insurance is required for all events, as required by the city's insurance carrier.

Security guard agreement and insurance certificate due upon final payment (14 days before event).

Day of event: staff will only open event space on time indicated on application. Renter cannot leave space open and unattended. If staff is required to return to lock/unlock space, renter will be charged an additional fee equivalent to staff time.

Renter cannot make a copy of facility key, if for any reason renter is provided a copy of the facility key, renter must return it to the Huron Police Department after the event is over.