

City of Norwich

Rose City Senior Center, 8 Mahan Drive, Norwich, CT 06360

FEES & CHARGES Schedule B

ROOM RENTAL CHARGES		
Room	Group A (City Affiliated)	Group B* (Norwich Non Profit)
Dining Room	No Fee	\$80/hr. (Hours 1-4) \$50/hr. (Additional Hours)
Program Room 1 & 2	No Fee	\$48/hr. (Hours 1-4) \$25/hr. (Additional Hours)
Kitchen	No Fee	\$50 (Flat Fee)

A two hour minimum is required for Dining Room & Program Room 1 & 2.

*Norwich Non Profit users will be charged two custodial hours for use in Dining Room & Program Room 1 & 2.

GROUP A, B DESCRIPTION

Group A: City Departments. Applications must be in the form of an Internal Building User and submitted by a City Department.

Group B: 501©(3) Non-profit groups whose primary purpose is to benefit the Norwich community.

ROOM RENTAL DEPOSIT

25% of the Full Rental Charge for the Dining Room or Program Room 1 & 2 is due with Signed Contract.

Balance is due 30 calendar days prior to the event date.

A signed contract and deposit (amount indicated above) are required in order for a date to be secured.

SECURITY DEPOSITS

ROOMS	DEPOSIT
Dining Room	\$250
Program Room 1 & 2	\$250

Any cleaning beyond 2 hours will be deducted from the Security Deposit.

ADDITIONAL CHARGES

Staffing: Additional staffing required as per town policy shall be charged at a rate equivalent to the town wage and associated payroll costs.

As applicable, new rates will be published each July 1st.

Equipment: Some equipment is available for use/rental at an additional fee. (All equipment rentals are based upon availability)

Personnel:	Fee:
Custodian 2 hour minimum	\$34.00 per hour week day/\$42.00 per hour weekend
Equipment:	Fee:
Lectern/Podium	No Charge
Microphone with Sound System for Speech Making	No Charge