

2018 BMCC Bid Worksheet

Organization Name							
Date of Event		Event Type		# of Attendees			
Event Contact				Contact Phone			
Contact E-mail				Event Hours			
Bid Date				Facility open/close			
Facility Fees	Fee / Hour	Hours	Cost	Miscellaneous	Fee	Units	Cost
Banquet Hall	\$ 35.00		\$ -	Rectangle Tables	\$ 6.00		
Classrooms	\$ 18.00			Round with 8-10 chair	\$ 15.00		\$ -
				Chairs	\$ 1.00		\$ -
Kitchen Use (Caterer's time in)	\$ 18.00		\$ -	Sound System/Mics	\$ 25.00		\$ -
Kitchen - Food Storage (per day)	\$ 25.00		\$ -	Stage	\$ 35.00		\$ -
	TOTAL FACILITY		\$ -	Projector	\$ 35.00		\$ -
				Screen	\$ 20.00		\$ -
	TOTAL FACILITY			TV	\$ 5.00		\$ -
	TOTAL MISCELLANEOUS			Podium	\$ 10.00		\$ -
	ADMIN FEE (20%)			Bar	\$ 50.00		\$ -
	TOTAL BID			Bottled Water	\$ 2.00		\$ -
				Napkins	\$ 0.75		\$ -
Bill To:				Tablecloth	\$ 5.50		\$ -
Organization Name:				Table Skirts	\$ 5.50		\$ -
Contact Name:					Fee / Hour		
Contact Email:				Set-Up/Tear-Down	\$ 15.00		\$ -
Street Address:				Hosting Time	\$ 15.00		\$ -
City, State, Zip:				Security	\$ 25.00		\$ -
					TOTAL MISC		\$ -

*Prices effective July 2018

Additional Charges

Rental times extending past midnight - additional 25% per hour for all spaces will be charged.
 Audio/Visual technician (\$18/hr) - mandatory with rental of sound system.
 Security (\$25/hr) mandatory if alcohol is being served and/or anticipated attendance is 200 people or over.

Cancellation Policy

Deposit is non-refundable if the event is cancelled at anytime.

Deposits

\$400 - Banquet Hall
 \$50 - Classroom

Deposits reserve the date of your event on our calendar, and will be applied to the final invoice if the following criteria is met:

- 1) No damage to the physical structure.
- 2) You must check out with the host/hostess at the end of the event to determine time used and any additional cleaning needs.