

Rates - Effective August 1, 2020

Episcopal Church Center of Utah (ECCU)	5 pm - 10 pm				Capacity	Room Types					
	8 am - 5 pm Mon - Fri	pm Mon - Fri	8 am - 10 pm Sat/Sun	8 am - 10 pm Holidays		Theater	Classroom	Rounds	Reception	Square	U-Shaped
Wasatch Conference Room (1-59 ppl)	\$175	\$225	\$250	\$250	C a p a c i t y	120	100	120	120	40	32
Wasatch Conference Room (60 - 120 ppl)	\$200	\$250	\$275	\$275		120	100	120	120	40	32
Escalante Great Room (1-59 ppl)	\$150	\$175	\$200	\$200		100	70	96	120	20	20
Escalante Great Room (60-100 ppl)	\$175	\$225	\$250	\$250		100	70	96	120	20	20
La Sal - Open	\$140	\$165	\$175	\$175		80	60	56	90	34	26
La Sal - 1	\$100	\$125	\$150	\$150		40	28	24	40	18	16
La Sal - 2	\$100	\$125	\$150	\$150		40	28	24	40	18	16
Uinta Room	\$125	\$150	\$175	\$175		60	48	24	60	28	26

Large events may incur an additional \$25 per hour for extra staffing.

Any event over 9 hours (from arrival to departure) will incur an additional \$25 per hour staffing fee.

Cleaning Fee (Outside Food)	Estimated Attendance		
	1-49 ppl	50-99 ppl	100-120 ppl
Light Refreshments	\$25.00	\$50.00	\$75.00
Boxed Meals/Party Trays	\$50.00	\$75.00	\$100.00
Catered Meals	\$75.00	\$100.00	\$125.00

There is no access to a kitchen

Other Costs		
Table Cloths	\$5.00	each
Use of Plates	\$1.50	per person plus the rate of a dishwasher at
Bartender	\$35	per hour
Bar Set Up	\$30	

Audiovisual Equipment (Per Day, Per Item)	
AVTV**	\$ 50.00
AVTV** with microphones for video conferencing	\$ 75.00
Microphone - Wireless	\$ 25.00
Microphone	\$ 25.00
Podium	\$ 25.00
Polycom	\$ 25.00
White Board	\$ 25.00
Flip Chart and Easel	\$ 25.00
Easel Only	\$ 15.00

\*\*AVTV are connected to a mini Mac. AVTV have HMDI connections. Presenters must bring own adapter to connect to a regular HDMI or a jump drive for a mini Mac. The ECCU does not provide adapt

There is a 21% service fee for all AV Equipment

**Booking a Space at the Wasatch Center at the Episcopal Diocese of Utah  
Non-Profit Organizations**

The lodging and meeting space request must include nature of event, number of participants, how the room should be set up, as well as the setup time, event start time, event end time, and cleanup time. Groups are provided access to the space one hour prior to event start time and one hour after the event is scheduled to end. The business hours for the Wasatch Center at the Episcopal Church Center of Utah are Monday – Friday, 8:30 am – 5:00 pm. Events scheduled outside of business hours may be assessed an additional fee. Groups must provide a diagram of the anticipated setup of the room, including location of chairs, tables, and all other furniture, fixtures, decorations, etc., at least one week prior to the event for ECCU/Cathedral approval. Changes to room set up on the day of the event may not be accommodated and incur a fee. It is very important to have all of the room set up information seven days prior to the event.

Room space reservations include a coffee, tea and water station that is set up twenty minutes prior to event start time.

After regular business hours, the doors are locked. For events schedule outside of business hours, the doors will be unlocked 30 minutes prior to the event time and 30 minutes after the event starts. It is the responsibility of the group leaders(s) to provide access to participants arriving 30 minutes after the event starts.

Audiovisual requests should be made at the time of booking so it can be included in the original agreement. The fee schedule is below:

<b>Audiovisual Equipment (Per Day, Per Item)</b>	
AVTV**	\$ 50.00
AVTV** with microphones	\$ 75.00
Microphone - Wireless	\$ 25.00
Microphone	\$ 25.00
Podium	\$ 25.00
Polycom	\$ 25.00
White Board	\$ 25.00
Flip Chart and Easel	\$ 25.00
Easel Only	\$ 15.00

\*\*AVTV are connected to a mini Mac. AVTV have HMDI connections. Presenters must bring own adapter to connect to a regular HDMI or a jump drive for a mini Mac. The ECCU does not provide adapters.

Groups wanting table clothes on classroom tables or the round tables located in the Escalante room will be assessed the \$5 per tablecloth fee.

## Food and Beverage

All group food and beverage must be pre-approved by the event staff and be provided by an approved caterer, if outside catering is used. An additional fee will be assessed for food brought into event and not provided by the center. Attendance must be confirmed for all catered functions in accordance to the Event Order seven days prior to event start. This will be considered the minimum guarantee and is NOT subject to reduction. Revision in group count, times, dates, or meal functions may necessitate the renegotiations of charges. Group agrees to pay for any change in group count after the seven day confirmation and during the event. Group must provide any dietary requests when attendance and menu numbers are confirmed seven days prior to the event. The center reserves the right to determine if specific dietary requests can be met and additional charges will apply. Food and beverage are not allowed in any church worship or administrative areas. The use of the hospitality kitchen is only permitted for guests staying in the hospitality rooms. Outdoor cooking is prohibited without prior approval. Alcoholic beverages are not permitted in the meeting areas unless pre-approved. Groups are responsible for ensuring that they and their guests drink responsibly and comply with all Utah State liquor laws. A bar tender is required and must meet the state of Utah requirement to serve alcohol. If alcohol is served, an alternative non-alcoholic beverages must be served and presented in a prominent location.

The Outside Food Cleaning Fee Schedule:

Cleaning Fee (Outside Food)	Estimated Attendance		
	1-49 ppl	50-99 ppl	100-120 ppl
Light Refreshments	\$25.00	\$50.00	\$75.00
Boxed Meals/Party Trays	\$50.00	\$75.00	\$100.00
Catered Meals	\$75.00	\$100.00	\$125.00

## Damage to Facility - Additional Décor & Candles

No signage or decorations of any kind may be attached to any part of any structure without prior approval. Please do not tape, pin, glue, screw or otherwise hang or post anything without prior approval. If you do so you may be charged for removal and repair. Candles are only acceptable if the location and type are pre-approved by ECCU/Cathedral staff. Candles/Incense are prohibited in lodging rooms, meeting rooms, and bathrooms.

## Illegal Activity and Animals

Illegal drugs, animals other than health care guide dogs, firearms and other weapons, and all fireworks or other incendiary devices are prohibited.

## Functions Involving Children

Functions involving children under 18 years of age must have adult supervision of at least one adult for every 10 children.

## Parking

Parking is limited and is not guaranteed. \*Note: parking on Sunday will only be for presenters and housing guests. All others must park off-site due to church services at the Cathedral. Please

contact the ECCU office for information about parking and public transportation for your event or stay.

### **Media**

The use of any media, such as videos, music, or printed matter, that is gratuitously violent, prurient, or disrespectful of any race, gender, or faith, etc., is not allowed on grounds of the Episcopal Church Center of Utah/Cathedral. Operation of videos, movies, loudspeakers and other sound devices will be permitted if tuned to conversational levels and if not objectionable to ECCU/Cathedral staff. ECCU/Cathedral staff reserve the right in their sole discretion and without limitation to restrict the use of light, noise, musical instruments and theatrical acts.

### **Deposit**

A minimum deposit of 25% of the estimated costs, including catering, is required with a signed agreement in order to complete the reservation.

### **Cancellation - Prior to 30 days of Event**

Should a group terminate their agreement more than 30 days before the rental date, ECCU/Cathedral shall ONLY refund 50% of the deposit.

### **Cancellation or Reduction in Space - Within 30 days of Event**

Should a group terminate their agreement less than 30 days before the rental date, ECCU/Cathedral will retain 100% of the deposit amount as noted in the Event Order. Should the space reserved be reduced, the group will be responsible for 75% of the total rental amount of the space reserved.

### **Promotional Considerations**

Any advertisements or promotional materials used in connection with, or arising out of, your function that specifically reference any name or logo of the ECCU or Episcopal Diocese of Utah must be approved by ECCU staff.

### **Hospitality Room Reservation and Cancellation for Group Bookings**

If the event includes reserving a block of hospitality rooms, a payment of 25% of the estimated lodging is required for the reservation. If the room block is filled, then this charge will be removed from the final invoice. A reduction of the room block within 30 days of the first day of the event will incur a one-night lodging for each room not used.