

MINUTES - Executive Session

EDMOND TOWN HALL BOARD OF MANAGERS

Regular Meeting  
June 12, 2012

Motion made by Karen Pierce to go into Executive Session. Motion seconded by Tom Long and unanimously passed at 9:00 P.M.

PRESENT: James Juliano, Marie Smith, Karen Pierce, Tom Long, Margot Hall, Mary Fellows

The Board discussed personnel, tenants/renters matters

Chairman Jim Juliano left the meeting at 9:50 P.M.

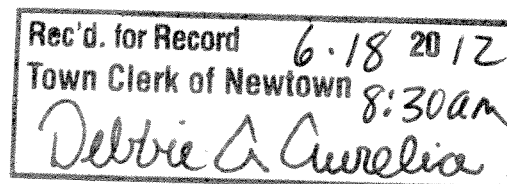
MOTION made by Tom Long and seconded by Marie Smith to go out of Executive Session. Motion unanimously passed at 10:05 P.M.

MOTION made by Karen Pierce and seconded by Tom Long to approve the June/August staffing schedule of the ETH office. Motion unanimously passed.

MOTION made by Karen Pierce and seconded by Marie Smith to adjourn this meeting at 10:10 P.M. Motion unanimously passed.

Respectfully submitted,

Margot S. Hall  
Vice Chairman



## Edmond Town Hall

### Day rentals

Effective May 8, 2012

#### Alexandria room:

**Weddings**- 2 days, one set-up (after 2 pm) and one event / clean-up day  
(Private 2<sup>nd</sup> floor event, balcony buy out add: \$ 150.00) \$ 900.00

**Special Events** Room only\*\* \$ 265.00  
Room, kitchen no china \$ 375.00  
Room, kitchen, china\* full day 9-11pm\*\*\* \$ 450.00

**Funeral** Room only\*\* \$ 190.00 (4 hrs)  
Room and kitchen \$ 290.00 (4 hrs)

**Non-profit** \*1 Room only\*\* full day 9-11pm\*\*\* \$ 190.00  
Room, kitchen \$ 300.00  
Room, kitchen and china\* \$ 375.00

**Meetings** Room only \$ 45.00 per/hr  
Room and kitchen \$ 65.00 per/hr

**Recitals** Room only (am or pm) \$ 190.00 (4 hrs)  
**Rehearsals** Room only (am or pm) \$ 90.00 (4 hrs)

#### \$200.00 security deposit per event

#### General meeting rooms:

**Social groups, lessons and meetings** \$ 20.00 per/hr  
**Parties** 2 hour min \$ 30.00 per/hr

#### Gym:

**Sports and general use** \$ 30.00 per/hr.  
**Parties** 3 hours (Includes time for your set/clean-up) \*\*\*\* \$ 90.00

**Evening events** (5 hours max. btw 5:00-11:00 pm) \$300.00

**Group shows** (all day) 7am (load-in) - 7pm (out) \$600.00

\*\*\*\* \$ 200.00 security deposit per event/group shows  
\$ 50.00 security deposit for parties

\*China package consists of: 5 pc China place setting, stainless flatware, wine and water glasses

\*\* Includes prep room and pantry for set-up and sink clean-up

\*\*\* Additional hours billed @ 45.00 per hour

\*1 Documentation of Non-Profit status **for income tax purposes** required with signed contract

The above rates shall be in effect until June 30, 2013. Rental fees for events which are scheduled to take place after June 30, 2013 are subject to the rate in effect when the event takes place regardless of when booked.

A rental deposit of 10% of the expected fee with a minimum of \$50.00 is required when a room is booked. The balance of the rental fee shall be paid 30 days prior to the event. The renter is responsible to clean the china and flatware and leave the room in broom clean condition.

The security deposit of \$200.00 (or \$50.00) shall be made 30 days before the event which will be returned to the renter following a satisfactory inspection within 15 business days after the event. The cost of cleaning and repair of any damage shall be deducted from the security deposit.

6/12/21

June 25, 2012 through Sept. 4 (tentatively) 2012 BTH covering office - bookkeeping - space booking coverage

1 - Jeanne is taking care of:  
( Work hours when available)

paying bills  
reconciling check books  
prepare payroll / time sheets \*  
day sheets - once a week  
prepare reports for Board meeting

2 - Tom work hours start at 10:00 A.M.

banking

prepare play bill for Jeanne to finish & send out

handle deliveries of concession and Town Hall supplies - when deliveries are expected, leave message on day sheet instructing staff to secure deliveries

weekly box office reports to be given to Jeanne for "processing"

space bookings - all paperwork and collect Fees

\* should Jeanne be unavailable to prepare timely, Tom is requested to prepare payroll