

Rental Rates:

The Open Satellite rental rate is \$125 per hour, with a 3-hour minimum. (Any events lasting three hours or less will be billed at the rate of \$375.) The rental period includes the time needed to set-up and strike the event.

We offer reduced rates for community partners, non-profits and members. For more information about whether you qualify for these rates, or to inquire about membership in general, contact Laura O'Quin.

A \$200 nonrefundable administration fee is due upon signing. Payment in full is due no later than two weeks prior to the event.

Reservations are subject to change or cancellation until the deposit (within 30 days of the event) or payment in full (within two weeks of the event) are received.

***Please Note:** All payments received after the above specified due dates will incur an additional 20% charge.*

Cancellations:

Cancellations of or modifications to any part of the rental must be made well in advance of the event date. If an event or activity is cancelled or altered with less than 30 days notice, 50% of the rental fee remains payable, and with less than 14 days notice, 100% of the rental fee remains payable.

Open Satellite can assist with event planning services if required. These services are available at a rate of \$250 per hour.