



Ray Ellison Ballroom Rental License Fees 2025

NON-HOLIDAYS Jan 2nd – Oct. 31st	Monday – Friday during GSABA business hours 8:30AM – 5PM Mon-Thu 8:30AM – 3PM Fri	Monday – Thursday evenings After 5PM	Friday (after 4PM) – Sunday
Non-Member	\$600	\$1100	\$2500
Member: Business Event	\$450	\$800	\$1850
Member: Non-Business Event	\$500	\$900	\$2150
HOLIDAYS Nov 1 st – Jan 1 st & Major Holidays (If a holiday falls during the week, the weekend rates will apply)			
Non-Member	\$650	\$1200	\$2900
Member: Business Event	\$550	\$950	\$2200
Member: Non-Business Event	\$600	\$1050	\$2450

Fees:

Booking Fee: \$500

- The Booking Fee is required at the time of Ballroom Reservation. \$250 of the booking fee may be refunded (within 10 days following the event) if all checkout requirements are satisfactory. (More details in article V of the contract)
The Booking Fee is separate from the Rental Fee.

Additional Set-Up Day:

- If a licensee wishes to set-up the event space a day before the event, the cost is **\$600** for a full day or **\$300** for half a day. Additional day setup hours are Monday-Thursday 9:00am-4:00pm and Friday 9:00am-3:00pm.

Staff Supervisor Fee: \$40/hr.

- A GSABA Staff Supervisor is required to be on building premises for the duration of the set-up, event, and checkout time outside of GSABA business hours.

Security Fee: \$55/hr., per security officer

- Security Officer(s) is/are required to be on building premises for the duration of the event until checkout time if alcohol is served
- Guest attendance of 149 and less = 1 security officer
- Guest attendance 150 and over = 2 security officers
(SAHC may require additional security personnel if alcohol is served, or the Staff Supervisor deem it necessary)

Payments Due schedule:

- Booking Fee (\$500) is due at the time of Ballroom reservation.
- Contract must be signed before the date will be reserved.
- ½ Rental license fee (see chart at the top) is due upon signing of the contract.
- The remaining balance of the Total Estimated Cost is due seven (7) days prior to the event.

Additional Fees:

- Linens:** For groups of 100 or fewer, a flat fee of \$100 is charged to use our linens (black/blue only).
For groups of 100 or more, a flat fee of \$200 is charged to use our linens (black/blue only).
- Tables & Chairs Surcharge:** For groups of 100 or more, a flat fee of \$200 is charged for additional tables & chairs.