



### CLEAN SLATE WEDDINGS

This is ideal if all you want a beautiful space fewer frills (or so many frills that outside vendors are providing them!) Additional services and rental items can be added a la carte.

As a token of our appreciation for your extra support, we discount the rental rate (NOT the total event rate) by 25% for events with at least \$2,500 in catering ordered.

Day(s) and Time	5 Hour Event (recommended for reception)	7 Hour Event (recommended for ceremony & reception)	Additional Decorating or Clean-up Hour*	Daily Rental Cap
Monday - Thursday evening	\$1,000	\$1,200	\$50	\$1,300
Friday or Sunday evening	\$1,300	\$1,500	\$50	\$1,600
Saturday or Sunday daytime, (event ends before 6:00PM) or holiday Monday	\$1,200	\$1,400	\$50	\$2,000
Saturday night April - November	\$1,500	\$1,700	\$50	\$2,000
Saturday night Winter Special December - March	\$1,300	\$1,500	\$50	\$1,600

The event rate includes an additional 3 hours for decorating and one hour for break-down at no charge. Additional hours beyond this for decorating or clean-up may be reserved in advance at the hourly rate.

\*Additional clean-up time after 1:00AM (beyond one hour of clean-up) is charged at \$150/hour.

On a tight budget? Special rates may be available for certain rentals that have earlier/shorter hours, fewer guests, and/or are booking an open date within 2 months of the event. Please contact us with your event details if you feel that you may meet these criteria, but also note that further discount is typically not possible because of related staffing and cleaning expenses. Rental and catering revenue helps to support our programs and program participants, and we pride ourselves in the services we offer. We appreciate you choosing UTEC!

Please view following pages for lists of what UTEC provides at no additional charge, what the renter is responsible for, and what UTEC offers as optional add-on services/items.

### Equipment and Decor Add-ons for Private Events at UTEC

UTEC has the following items on-site and available for rent. Wondering why we charge extra for these things? Quite simply, we want to keep our rental rates affordable and don't want to force people to pay for items and services that aren't needed. The rates listed below cover some wear and tear, laundering services, and/or additional staff time. If you need ALL that is listed, look at the "Think Big" upgrade.

Item	Price	Description
Tables and Chairs	Included	Up to thirty 60" round banquet tables and various rectangular tables are included. Up to 320 padded black banquet chairs are included. Set-up and break-down of all of the above is also included.
Linens	\$5/linen	Floor-length cloth linens: black or white. Includes placement of linens on tables. Ask us about other color options.
Cloth Napkins	\$0.50 per napkin	Cloth napkins in basic black or white. Some colors available - ask us for options. Includes placement of napkins.
Chair Covers	\$0.50 per chair	White chair covers.
Place Settings	\$1/person	Includes ceramic dinner and appetizer plates and steel flatware. Does not include glassware. <b>PLACE SETTINGS AND FULL DISH SERVICE IS INCLUDED IF UTEC IS CATERING.</b>
Additional decorating or clean-up hours	Varies	See rental rate sheet.
Additional space for cocktail hour + room flip fee	\$100 for up to 100 guests \$200 for up to 100+ guests	Includes additional staff to change room from ceremony to reception set-up, as well as use of the cafe for cocktail hour.
AV Items and Services	Full AV Package: \$300  Partial package options are available.	Full package includes overhead lighting and uplights set to match your wedding colors, optional white string lights across reception area, 20 foot projection screen and digital projector, use of sound system and microphones, AV tech to set up all of the above and stay as needed to manage playlists, etc.