Ray Ellison Ballroom Rental License Fees 2026

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 3PM) **– Sunday**
Non-Member	$650	$1200	$2600
GSABA Member: Business Event	$475	$850	$1900
GSABA Member: Non-Business Event	$525	$950	$2200
HOLIDAYS **Nov 1st – Jan 1st** & **Major Holidays** (If a holiday falls during the week, the weekend rates will apply)			
Non-Member	$700	$1300	$3000
GSABA Member: Business Event	$575	$1000	$2350
GSABA Member: Non-Business Event	$625	$1100	$2600

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 deems it necessary)

Payments Due schedule:

- Booking Fee 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.