



MAIN STREET STATION STATION RENTAL INFORMATION RENTAL FEES

1. An event sponsored in whole by a civic, charitable, religious, education or government organization for which there is no admission fee or request for donations, or an event sponsored by a private individual (weddings, receptions, parties, etc.) for which there is no admission fee or request for donations.

Use Fee: \$1000.00 (*Four hour maximum use - \$250.00 per hour each additional hour*).

2. An event sponsored by a civic or charitable organization qualifying for a 501(c) designation where admission fees will be charged or donations will be requested.

(a) If the civic or charitable organization receives more than 50% of the proceeds.

Use Fee: \$1250.00 (*Four hour maximum use - \$325.00 per hour each additional hour*).

(b) If the civic or charitable organization receives 25% - 50% of the proceeds.

Use Fee: \$1500.00 (*Four hour maximum use - \$375.00 per hour each additional hour*).

(c) If the civic or charitable organization receives less than 25% of the proceeds.

Use Fee: \$1750.00 (*Four hour maximum use - \$450.00 per hour each additional hour*).

3. An event sponsored by an organization that does not qualify for a 501(c).

Use Fee: The greater of \$2000.00 or 12% of gross ticket revenues less sales tax.

(*Four hour maximum use - \$500.00 per hour each additional hour*).

Additional Fees: Categories 1-3 above must pay the following in addition to the Use Fee.

- \$40.00 per hour for security. (There is a four hour minimum guarantee for each security guard.)
- \$100.00 post event cleaning fee.
- \$500.00 refundable damage deposit. (This amount will be returned to the lessee by mail after the event provided there is no damage to any Station property or extraordinary cleaning, to be determined solely at the discretion of the RMA.)

4. An event sponsored in whole by the City of Richmond or a department of the City of Richmond, or the RMA, for official government functions and for which there is no admission fee or request for donations:

Use Fee: \$250.00 (*Four hour maximum use - \$65.00 per hour each additional hour*).

Additional Fees: Category 4 must pay the following in addition to the Use Fee.

- \$40.00 per hour for each security guard who will be assigned to the event. (There is a four hour minimum guarantee for each security guard.)
- \$100.00 post event cleaning fee. (For events that exceed the maximum number of guests as stated in the Terms and Conditions, a \$200.00 post event cleaning fee will apply.)

Special Use:

For a small event using only one of the two parlor areas on the second floor (the Old Retiring Room or Old Dining Room) there is a Use Fee of \$50.00 per hour with a 2 hour minimum. The maximum occupancy for either of these rooms is 30 people, and no food or beverages are permitted. A refundable damage deposit of \$100.00 is required.

The Station may be used for formal photo sessions Monday through Friday. There is a fee of \$100.00 with two hours maximum use. Reservations are required for photo sessions. For any individual already holding an event at the Station, there will be no charge for the two hour photo session. The photographer will be required to sign a Hold Harmless agreement with the RMA.

Rehearsals for ceremonies held at the Station require advance reservation. There is no charge for the rehearsal. There is a one hour limit on rehearsals, and the times available may be limited due to other events at the Station.

Waiver of Fees:

Requests for waiver of fees will only be considered if the request shows a specific, direct benefit for Main Street Station along with documentation to support the stated direct benefit. Only the Chief Administrative Officer of the City of Richmond may give approval for fee waivers.

Payment:

RMA must receive payment in full of all fees at the time the contract is signed for all categories of events. Payment can be made by check, Visa, or MasterCard. Checks should be made payable to Richmond Metropolitan Authority.

**Parking is not included in the fees listed above. Please see "Event Parking" for information and fees.*