

Full Day: M-F, between 8:00 AM - 5:00 PM and 5 or more hours
Half Day: M-F, 8:00 AM -12:30 PM or M-F 12:30 PM - 5:00 PM
After Hours: Anytime outside of M-F, 8:00 AM - 5:00 PM

MEETING ROOMS

Rates include setup & cleanup

	Half Day	Full Day
Single Meeting Room	\$306	\$555
Double Meeting Room	\$610	\$1110
Quad Meeting Room	\$1221	\$2220
Executive Board Room	\$284	\$567
Small Conference Room	\$162	\$324

OTHER SPACES - Exclusive Use

Indoor Patio (Seats 48)	\$36 per hour
Kitchen	\$36 per hour

AFTER HOURS STAFF FEES

Security Guard	\$31 per hour
Staff	\$31 per hour
Technician	\$70 per hour

ADVANCED SERVICES

	Service Fee	Recurring Fee	Video Tech Fee Per Hour
Teleconference	\$36		
Basic Virtual Mtg	\$137	\$36	
Advanced w/Static Video	\$274	\$108	
Advanced Virtual Meeting	\$137	\$36	\$70
Audio Recording	\$70		
Audio/Content Rec.	\$103		
Audio/Static Video	\$206		
Audio/Video Rec.	\$103		\$70

Audio /Visual Equipment - included in facility contract

BEVERAGE SERVICES

	Half Day	Full Day
Up to 50 guests	\$37	\$74
51 - 100 guests	\$74	\$148
101 - 150 guests	\$111	\$222
151 - 200 guests	\$148	\$296

Snack service available. Ask staff for options/prices.



SEATING CAPACITY

ROOM/SEATING ARRANGEMENT



Room	Table Islands	Classroom	U-Shape	Conference	Theater	Square Feet
Wenatchee River	32	18	15	14	33	400
Columbia River	32	20	15	14	34	400
Okanogan River	48	32	26	26	50	744
Entiat River	48	32	26	26	50	775
Executive Board Rm	•	•	•	16	•	578
Stuart or Chelan Conf. Rms	•	•	6	6	•	182
Methow River	56	53	27	36	75	1155
Teanaway River	56	45	30	34	75	960
Palouse River	64	43	31	36	75	1056
Minotaur River	•	20	10	12	30	322
Skykomish River	32	28	17	16	47	600

Combined Rooms

Wenatchee/Columbia	64	44	37	32	80	900
Okanogan/Entiat	72	85	36	52	100	1643
Wenatchee/Entiat	80	66	45	50	80	1375
Columbia/Okanogan	80	66	45	50	87	1320
Methow/Teanaway	112	101	36	60	150	2109
The Quad	160	132	54	62	180	2915

Cancellation Policy

All cancellations must be made 30 days prior to event date.
 30+ days - No cancellation fee
 Less than 30 days - Full rental fee is due.
 We will refund 50% of the amount if we are able to rebook the space.

Discounts

20% discount off room rental for CTC building tenants, education based, government entities and non-profits.
 100% discount off room rental for first time non-profit use.