

S O U T H E A S T E X P O C E N T E R

4500 West U.S. Highway 270
McAlester, Oklahoma 74501
918-423-1338

Fee Schedule

ROOM RENTAL

Entire Building (80,000 sq. ft.)	\$2,500.00
Subsequent day(s), thereafter	\$2,000.00
Set-up	\$ 200.00
Dirt Installation/Removal	\$ 500.00
Expo Hall (50,000 sq. ft.)	\$1,500.00
Subsequent day(s), thereafter	\$1,000.00
Set-up	\$ 150.00
Dirt Installation/Removal	\$ 500.00
Room 101 (3,750 sq. ft.)	
Hourly (3 hour minimum)	\$ 50.00
Daily rate (8 hours)	\$ 350.00
Additional hours (past 8 hours, daily rate)	\$ 35.00
Set-up (tables & chairs only)	\$ 50.00
Room 103 (10,875 sq. ft.)	
Hourly (3 hour minimum)	\$ 100.00
Daily rate (8 hours)	\$ 500.00
Additional hours (past 8 hours, daily rate)	\$ 75.00
Set-up (tables & chairs only)	\$ 100.00
Room 205 (780 sq. ft.)	
Hourly (3 hour minimum)	\$ 40.00
Daily rate (8 hours)	\$ 200.00
Additional hours (past 8 hours, daily rate)	\$ 30.00
Set-up (tables & chairs only)	\$ 50.00
Room 207 (928 sq. ft.)	
Hourly (3 hour minimum)	\$ 40.00
Daily rate (8 hours)	\$ 200.00
Additional hours (past 8 hours, daily rate)	\$ 30.00
Set-up (tables & chairs only)	\$ 50.00
Room 209 (986 sq. ft.)	
Hourly (3 hour minimum)	\$ 40.00
Daily rate (8 hours)	\$ 200.00
Additional hours (past 8 hours, daily rate)	\$ 30.00
Set-up (tables & chairs only)	\$ 50.00
Mezzanine (4,725 sq. ft.)	
Hourly (3 hour minimum)	\$ 50.00
Daily rate (8 hours)	\$ 350.00
Additional hours (past 8 hours, daily rate)	\$ 35.00
Set-up (tables & chairs only)	\$ 50.00

SERVICES

Kitchen Access (per day)	\$ 100.00
Refreshments Fee (per day)	
Set-up fee	\$ 25.00
Beverage Only (Coffee, Tea, Bottled Water)/person	\$ 1.00
Beverage & Donuts/person	\$ 2.00
Tables/Chairs	
Tables, each	\$ 1.50
Chairs, each	\$ 0.25
RV Hookups/day (Electric Only)	\$ 25.00
Copies	\$0.25/page

SECURITY DEPOSIT

A security deposit will be required when booking an event at the Expo Center. Security deposits are separate payments from the initial rental deposit and remaining balances. Security deposits are required for all rentals and will be fully refunded without facility damage or violations to contract. The following is a fee schedule for security deposits:

Expo Hall/Entire Building	\$500.00
Downstairs Room 100	\$100.00
Downstairs Room 103	\$300.00
Upstairs Rooms	\$50.00/room
Alcohol Deposit (all rooms)	\$200.00

All Security Deposits are due at signing of rental agreement.

RENTAL DEPOSIT

An initial rental deposit is required to reserve a room or date, 50% of the total rental rate is required at the time the contract is signed. Remaining balance is to be paid within 30 days before first scheduled date. No event will be held, or date removed from availability until the full deposits are made.

CANCELLATION

CANCELLATION POLICY: If Lessee wishes to cancel or change the date of an event, a dated, written request must be provided to the Chairman of the Board of County Commissioners. In the event a request is made to change dates, all deposits and payments will be transferred to the new date, once a full contract is signed and prepared. If a Lessee wishes to cancel an event, 100% of security deposit will be returned up to 30 days prior to first date reserved. Upon cancellation by the Lessee, the following fee schedule will apply in regards to initial rental deposits:

90+ days	Full refund of all deposits and payments
89 - 60 days	50% of all deposits non-refundable
59 - 30 days	100% of all deposits non-refundable
Less than 30 days	100% of all deposits and payments, including security deposit, non-refundable.

No refunds will be given when the event is canceled by the Board of County Commissioners, due to the Lessee's non-compliance with terms and conditions.

If the total final payment due is not paid in full 30 days prior to the first date reserved for the event, the even will be subject to cancellation. The Board of County Commissioners reserved the right to refuse use of the leased space unless FULL payment is made.

The Board of County Commissioners, Pittsburg County, reserves the right to cancel any event in the event of a natural disaster or when the center is needed for a public health emergency. In such case, a full refund will be made.