



FLORENCE EVENTS CENTER

Fee Schedule

	Jul 1, 2023 - Jun 30, 2025	Jul 1, 2025 - Jun 30, 2027
Facility Fees		
<i>Maximum of 8 hours per day of consecutive usage between 7am and 12am. Additional hours and hours outside the stated times are billed per hour per the Additional Hourly Rate. Facility fees include set-up, equipment, and custodial. Deposits for facility rentals are outlined in the FEC Booking Policy.</i>		
Flat Floor		
One Room	\$ 218.00	\$ 229.00
Two Rooms	348.00	365.00
Three Rooms	543.00	570.00
Four Rooms	687.00	721.00
Five Rooms	827.00	868.00
Five Rooms w/Exclusive use of the Lobby	1,111.00	1,167.00
Small Rooms		
Conference Room	129.00	135.00
Board Room	107.00	112.00
Theater Standard Rates		
Performances	827.00	868.00
Rehearsals - Friday or Saturday	827.00	868.00
Rehearsal with Stage Lights (Mon-Thu)	414.00	434.00
Rehearsal without Stage Lights (Mon-Thu)	207.00	217.00
Full Facility - Exclusive Use		
Includes Five Rooms, Lobby, Theater, and Small Rooms	1,759.00	1,847.00
Parking Lot	218.00	229.00
Additional Fees		
Holiday Rate Additional Charge	263.00	276.00
Additional Hourly Rate	79.00	83.00

	Jan 1, 2023 - Jun 30, 2025	Jul 1, 2025 - Jun 30, 2027
Facility Fee Discounts		
<i>Discounts are applicable for facility fees and do not apply to ticketing fees, food and beverage costs, gratuity, delivery, equipment rentals, linens, or other pass-through costs.</i>		
Setup & Tear Down Day Discount	50%	50%
Non-Profit Discount	25%	25%
School & Government Discount	50%	50%
Compassion/Funeral Discount	25%	25%
Multiple Day Rental Discount	15%	15%
<i>Discount may only be applied to full room rental rates and cannot be combined with other discounts.</i>		
<i>Multi-day conference rates may be negotiated and may be eligible for the Florence Events Center's Business Opportunity Fund discounts.</i>		
	Jan 1, 2023 - Jun 30, 2025	Jul 1, 2025 - Jun 30, 2027
Ticketing Fees		
<i>All ticket sales for FEC theater events and flat floor performances are required to be handled and sold through the FEC ticketing system. Tickets are sold both through the FEC ticket office and online. Other flat floor, ticketed events have additional options outlined in the FEC Ticketing Policy.</i>		
Ticketed Event Setup & Management		
Individual Show or First Show	\$ 210.00	\$ 221.00
Each Additional Show for Duplicate Performances	105.00	110.00
Facility Fees (per ticket)		
Tickets Sold (purchaser)	1.00	1.00
Complimentary Ticket (host)	1.00	1.00

Other Fees and Rates:

These fees are based on the cost to provide the service and best practices. The fees listed below are subject to approval by the FEC Director and may change to accommodate current costs of delivering services.

Advertising: The FEC has the ability to assist event organizers/producers with marketing and advertising. FEC owned advertising tools are included in the facility rental fee and are outlined in the FEC Advertising Policy. Fees for additional advertising, such as poster delivery and media ads, organized by the FEC will be charged at the City of Florence billing rates and cost of service.

Catering: The FEC Food and Beverage Service rates vary depending on menu selection, staffing needs, alcohol, linens, gratuity, and other related costs specific to the event. Sample menus and offerings with approximate prices are provided on the FEC's website and can be provided by staff.

Delivery Fees: Delivery of catering and/or off-site rental items can be arranged. Fees for delivery are based on the City of Florence billing rates and federal mileage rates.

Off-Site Rentals: The FEC offers a variety of off-site rentals, including tables, chairs, stage, dance floor, catering equipment, audio-visual equipment, linens, and other event related items. Rental fees of individual items vary based on type and industry standard rental rates. A variety of items are posted on the FEC website with rates. Inquiries should be made to staff on additional items.