

APPENDIX A

Facility & Equipment Fee Schedule

All rentals require a 2-hour minimum. Rates shown are per hour unless otherwise noted. Day rates are shown in parentheses where available. In-City rates apply to residents and organizations within the Seneca city limits.

Equipment Rental

Item	Fee
10×10 Tent	\$35.00 per tent
20×20 Tent	\$75.00 per tent
Tables	\$2.00 per table
Chairs	\$1.00 per chair
Stage	\$1,000.00
Vinyl Floor Cover	\$100.00

Security Personnel

Item	Fee	Qty Requested
Police Officer	\$62.00 per hour, per officer	

Facility Rentals

Shaver Recreation Complex – 698 W South 4th St. (Indoor Facilities)

Area	Resident Rate	Non-Resident Rate	Deposit
Meeting Room A (includes Kitchen)	\$60/hr (\$400/day)	\$100/hr (\$800/day)	\$250
Entire Building (Gym, Kitchen & Meeting Room)	\$200/hr (\$1,400/day)	\$350/hr (\$2,200/day)	\$250
1 Court Only	\$40/hr	\$80/hr	\$250
Entire Gym	\$80/hr (\$1,000/day)	\$160/hr (\$1,800)	\$250

Standard Furnishings Included: Rentals of Meeting Room A and Entire Building each include 5 rectangular tables and 20 chairs at no additional cost. Additional tables (\$2/ea) and chairs (\$1/ea) may be rented. Please notify staff in advance to confirm availability.

Shaver Recreation Complex – Athletic Fields

Field	Resident Rate	Non-Resident Rate	Tournament Price/Day	Deposit
Fields 1–7 (Baseball/Softball)	\$20/hr	\$40/hr	\$250/field	\$250
Fields 1 & 2 (Soccer)	\$40/hr	\$80/hr	\$375	\$250

Shaver — Additional Athletic Field Costs

Service / Item	Fee
One-Time Baseball/Softball Game Preparation	\$40.00
Infield Clay & Field Dry	\$25.00 per bag
Vinyl Floor Cover Rental (may be required for your event)	\$100.00

NOTE: Tournament pricing includes a one-time game preparation at the beginning of the day. All fees, deposits, and licenses must be paid before use of City property.

Gignilliat Community Center — 621 Townville St.

Area	Resident Rate	Non-Resident Rate	Deposit
North Room	\$60/hr (\$400/day)	\$100/hr (\$800/day)	\$250
South Room (includes Concession)	\$80/hr (\$550/day)	\$200/hr (\$1,400/day)	\$250
Entire Building (North Room, South Room & Gym)	\$120/hr (\$1,000/day)	\$350/hr (\$2,200/day)	\$250
Gym Only	\$40/hr (\$500/day)	\$80/hr (\$900/day)	\$250

Standard Furnishings Included: Rentals of the North Room, South Room, and Entire Building each include 5 rectangular tables and 20 chairs at no additional cost. Additional tables (\$2/ea) and chairs (\$1/ea) may be rented. Please notify staff in advance to confirm availability.

Tim Howard Gym — 810 W South 4th St. (Indoor Facilities)

Area	Resident Rate	Non-Resident Rate	Deposit
Gym Only	\$40/hr (\$500/day)	\$80/hr (\$900/day)	\$250

Blue Ridge Field Pavilions

Area	Resident Rate	Non-Resident Rate
1 Pavilion — half day (4 hours)	\$20	\$40
1 Pavilion — full day (8 hours)	\$40	\$80
2 Pavilions — half day (4 hours)	\$40	\$80
2 Pavilions — full day (8 hours)	\$80	\$160

Cunningham Park

Field	Resident Rate	Non-Resident Rate
Adams Field	\$20/hr	\$40/hr
Fields 1, 2, or 3	\$10/hr	\$20/hr
Kapp Field	\$20/hr	\$40/hr

City Hall – Council Chambers

Area	Resident Rate	Non-Resident Rate
Council Chambers – half day (4 hours)	\$100	\$200
Council Chambers – full day (8 hours)	\$200	\$400

Water Treatment Plant – Conference Room (630 Northampton Rd)

Area	L&W Customer	Non-L&W Customer	Deposit
Conference Room – Weekday	\$400 (\$200 for any consecutive weekdays)	\$550 (\$275 for any consecutive weekdays)	\$250
Conference Room – Weekend (Saturday/Sunday)	\$600 (\$300 for any consecutive weekend day)	\$750 (\$375 for any consecutive weekend day)	\$250

Standard Furnishings Included: The Conference Room includes 5 rectangular tables and 20 chairs at no additional cost. Additional tables (\$2/ea) and chairs (\$1/ea) may be rented. Please notify staff in advance to confirm availability.

Alexander Amphitheater — 300 Main St. (Outdoor Venue)

Alexander Amphitheater features a covered stage and seating for approximately 2,000 in the heart of downtown Seneca. Because the venue is an open, public space bounded by public streets and parking areas, it cannot be fully enclosed. All events must allow passive public access to the surrounding area. Rental fees are based on the level of event intensity as defined below.

Standard Event Rental Rates

Event Tier	Resident Rate	Non-Resident Rate	Deposit
Tier 1 — Passive Use	\$50/hr (\$400/day)	\$100/hr (\$800/day)	\$250
Tier 2 — Active Use	\$150/hr (\$1,000/day)	\$300/hr (\$2,000/day)	\$500
Tier 3 — Major Use	\$1,500/day base (+ \$200/hr)	\$3,000/day base (+ \$250/hr)	\$1,000
Setup/Strike Day (if needed)	50% of the applicable day rate		

All hourly rentals are subject to a 2-hour minimum. Day rate = 8 hours.

Tier Definitions

Tier 1 — Passive Use

Non-amplified or lightly amplified events (portable speaker only) with no vendors, no alcohol, no temporary structures and expected attendance under 200. The facility remains fully open and accessible to the public throughout. No City staffing required.

Tier 2 — Active Use

Events involving amplified sound (PA system, live band, DJ), vendor presence, temporary structures (tents, staging, etc.), alcohol service, or expected attendance of 200–499. May require partial management of public foot traffic in the immediate area.

Tier 3 — Major Use

Large-scale events with significant amplified sound, extensive vendor or sponsor presence, professional-grade production equipment (stage lighting rigs, sound engineering, video screens), or expected attendance exceeding 500. These events are likely to substantially impact downtown traffic flow, parking availability, and adjacent businesses, and may require dedicated City staffing and potentially police presence.

CLASSIFICATION NOTES:

If an event meets the criteria for more than one tier, the higher tier applies. The City Administrator may reclassify an event to a higher tier at his/her discretion, if the actual scope exceeds what was provided on the rental application. Custom rates for recurring event series (e.g., weekly summer concerts, monthly farmers markets) or multi-day festivals may be negotiated with the City Administrator. Because Alexander Amphitheater is an open, public space that cannot be fully enclosed, ticketed or gated admission events are not permitted. All events must allow passive public access to the surrounding area.

Wedding Packages

The Alexander Amphitheater is available for wedding ceremonies and receptions. Wedding packages include use of the covered stage and terraced seating area for the duration of the rental period. Due to the open-air nature of the venue, renters should plan for weather contingencies.

Package	Resident Rate	Non-Resident Rate	Deposit
Full Day (up to 10 hours)	\$2,000	\$2,500	\$500
Rehearsal (up to 2 hours)	\$100	\$200	Included

WEDDING RENTAL REQUIREMENTS

In addition to the standard application requirements, the following apply to all wedding rentals at Alexander Amphitheater:

- Setup and breakdown must occur within the reserved rental hours. A separate setup/strike day may be reserved at 50% of the applicable day rate.
- If alcohol will be served, the applicant must complete the Alcohol Service Release & Waiver Form and obtain all required permits and insurance. This is subject to City approval.
- All vendors (caterers, florists, DJs, photographers, etc.) must be listed in Section 3 (and Appendix B, if needed) of the rental application and are subject to City of Seneca Business/Vendor License requirements.
- Amplified music must comply with all City noise ordinances and must end by 10:00 PM unless prior written approval is obtained.
- The renter is responsible for a weather contingency plan. The City does not provide rain-date guarantees or refunds due to inclement weather.
- Any decorations, temporary structures, or floral arrangements must be removed prior to the conclusion of the rental period. No items may be affixed to the stage or seating structures with nails, screws, staples, or adhesives.

Additional Amphitheater Fees

Service / Item	Fee
Required City Staff (if needed; minimum determined by City)	\$50.00 per hour, per staff member
Police Officer (if required)	\$62.00 per hour, per officer
Additional Waste Receptacles	\$25.00 per roll cart