

**CITY OF FORTUNA**  
**RIVER LODGE AND MONDAY CLUB FEE SCHEDULE**

Fee Description	Current FY 22-23 Fee	Proposed Changes	Proposed FY 22-23 Fee
-----------------	-------------------------	---------------------	--------------------------

**1. RIVER LODGE**

**A. Rental Fees**

Application approval is required. For profit groups using the facility Monday through Thursday will receive a 20% discount to encourage use of the facility during non-peak time.

River Lodge - Daily Rates (Max 12 hours, hourly charge after 12 hours will apply)			
Bar Room (260 sq. ft.)	\$ 100.00	\$ -	\$ 100.00
Fireside Room (510 sq. ft.)	\$ 220.00	\$ -	\$ 220.00
Coho Room (1,000 sq. ft. )	\$ 370.00	\$ -	\$ 370.00
Steelhead Room (2,000 sq. ft.)	\$ 530.00	\$ -	\$ 530.00
Chinook Room (3,000 sq. ft.)	\$ 900.00	\$ -	\$ 900.00
Facility (6,000 sq. ft.)	\$ 1,200.00	\$ -	\$ 1,200.00
Outside Use Only (Gazebo, Heather	\$ 220.00	\$ -	\$ 220.00
River Lodge - Hourly Rates			
Fireside Room (510 sq. ft.)	\$ 55.00	\$ -	\$ 55.00
Coho Room (1,000 sq. ft. )	\$ 92.50	\$ -	\$ 92.50
Steelhead Room (2,000 sq. ft.)	\$ 132.50	\$ -	\$ 132.50
Chinook Room (3,000 sq. ft.)	\$ 225.00	\$ -	\$ 225.00
Facility (6,000 sq. ft.)	\$ 300.00	\$ -	\$ 300.00
Outside Use Only (Gazebo, Heather	\$ 55.00	\$ -	\$ 55.00
Kitchen			
Base Charge	\$ 165.00	\$ 10.00	\$ 175.00
Per Person Charge	\$ 2.50		\$ 2.50
Maximum Charge	\$ 500.00		\$ 500.00

**B. Wedding Package**

River Lodge Wedding Package is a set fee for the day (Sun – Thur.) or (Fri/Sat). A deposit is required to secure a date and is due at the time the Rental Agreement is submitted. The Wedding Package includes the day prior to the event from 4-7pm. If the day prior is not rented to another party, the wedding party may come in to decorate during regular business hours as long as they have proper insurance for that day.

Sunday – Thursday	\$ 3,300.00	\$ -	\$ 3,300.00
Friday & Saturday	\$ 3,500.00	\$ -	\$ 3,500.00
Reception Only Discount	\$ 250.00		\$ 250.00

**C. Staff Expense**

Staff may be made available to provide assistance during events, if pre-arranged, for tasks such as waiting on tables, serving food, and doing dishes.

Events exceeding the 12-hour period, per hour for each staff member	\$ 35.00	\$ -	\$ 35.00
Extra staff services, per hour for each staff member	\$ 35.00	\$ -	\$ 35.00
Move dishes from River Lodge to Monday Club, per hour	\$ 35.00	\$ -	\$ 35.00

**CITY OF FORTUNA  
RIVER LODGE AND MONDAY CLUB FEE SCHEDULE**

Fee Description	Current FY 22-23 Fee	Proposed Changes	Proposed FY 22-23 Fee
-----------------	-------------------------	---------------------	--------------------------

**D. Nonprofit Discount**

Nonprofit organizations, as defined below, shall receive a discount on the daily rental fee.

Nonprofit Discount	20%		20%
--------------------	-----	--	-----

*Nonprofit organization definition:*

Nonprofit organizations are (1) organizations which have an IRS Code 501 (c) 3,4,5,6,7,10,19 determination letter and (2) local and non local governmental agencies.

**IRS Code:**

501(c)3 Organized and operated exclusively for charitable, religious, educational, scientific, literary, public safety, or cruelty prevention.

501(c)4 Organized and operated exclusively for promotions of social welfare organizations.

501(c)5 Organized and operated as labor, agricultural or horticultural organizations.

501(c)6 Organized and operated as a business league, chamber of commerce, board of trade, or real estate board.

501(c)7 Organized and operated as social and recreational clubs.

501(c)10 Organized as domestic fraternal societies and operated under the lodge system.

501(c)19 Veteran organization, post, auxiliary, society, trust, or foundation.

**E. Yearly Fees**

Local nonprofit organizations can negotiate a yearly fee for a number of events. Such yearly fees shall be approved by the City Council.

**F. Exemptions**

The following community events and organizations are exempt from paying River Lodge Fees: Annual Garden Club Daffodil Show per MOU. Exempt use is limited to regular monthly meetings of no more than one time a month, and the above aforementioned annual events. Organizations will be required to provide the corresponding security deposit and liability insurance for all rentals.

**G. Linens**

Tablecloth, 8 Foot Rectangle, each	\$ 8.00		\$ 8.00
Tablecloth, 5 Foot Round, each	\$ 8.00		\$ 8.00
Table Skirt, 14 Feet Long, each	\$ 15.00		\$ 15.00
Napkins, 12 Inch Square, each	\$ 0.65		\$ 0.65

**H. Food and Drink Service**

Food and Drink service may be provided as authorized by the Facility Manager. Minimum 15 people charge.

Continental Breakfast (per person)	\$ 8.00		\$ 8.00
Lunch (per person)	\$ 15.00		\$ 15.00
Coffee OR Soda OR Afternoon Snack (per person)	\$ 4.00		\$ 4.00

**CITY OF FORTUNA  
RIVER LODGE AND MONDAY CLUB FEE SCHEDULE**

Fee Description	Current FY 22-23 Fee	Proposed Changes	Proposed FY 22-23 Fee
-----------------	-------------------------	---------------------	--------------------------

**I. Deposits**

The reservation deposit is used to secure a date and is due at the time the Rental Agreement is signed and submitted. Deposit is kept through event date in case of cleaning and/or damage incurred by Facility due to event.

Security deposit, per day reserved	\$ 200.00		\$ 200.00
Events with 150 + attendees, and/or where alcohol is being served, per day reserved	\$ 1,000.00		\$ 1,000.00
Wedding package	\$ 1,000.00		\$ 1,000.00

**J. Cancellation Fee**

If event is canceled by LESSEE there will be a cancellation fee. This fee will be retained from the reservation deposit. The balance of the reservation deposit will be refunded if the CITY is able to re-rent the facility for the same date(s). If no deposit is on file, LESSEE will be invoiced.

Daily Rental	\$ 250.00		\$ 250.00
Wedding package	\$ 500.00		\$ 500.00

**2. MONDAY CLUB**

**A. Rental Fees**

For profit groups using the facility Monday through Thursday will receive a 20% discount to encourage use of the facility during non-peak times.

Daily Rates <del>(Max 10 hours, hourly charge after 10 hours will apply)</del>			
Daily Rates (8am - 8pm Sun - Thurs; 8am - 10pm Fri - Sat)	\$ 400.00		\$ 400.00
Deposit Required	\$ 250.00		\$ 250.00
Hourly Rental Rate*			
Per hour	\$ 100.00		\$ 100.00
<del>Set up Fee</del>	<del>\$ 30.00</del>		<del>\$ 30.00</del>
Deposit Required	\$ 250.00		\$ 250.00

\* Only by authorization of Facility Manager.

**B. Exemptions**

The following community events and organizations are exempt from paying Monday Club Fees: Garden Club monthly meetings, Garden Club Annual Home Tour, Fortuna Downtown Merchants Association, Friends of the Library, and the Fortuna Concert Series. Exempt use is limited to regular monthly meetings of no more than one time a month, and the above aforementioned annual events. Organizations will be required to provide the corresponding security deposit and liability insurance for all rentals.