



ROOM RENTAL INFORMATION

Galleria Main Floor (5,400 Sq Ft)

Capacity:	Banquet Seating	350
	Theatre Seating	450
	Standup Reception	500
	Classroom Seating	200

Rental Rates	Half Day	Full Day
Mon-Tue-Wed-Thurs	\$ 950	\$1,175
Friday & Sunday	\$1,150	\$1,500
Saturday	\$1,950	\$2,500

December Rates Main Floor, Balcony Lobby Pkg.

Friday & Sunday \$2,000

Saturday \$2,600

Half Day = Up to 5 hrs * Full Day = Up to 9 hrs

Hourly rates apply after contracted hours:

Main Floor = \$175/hr; Balcony = \$50/hr

\$500 refundable cleaning deposit

Galleria Balcony (3,000 Sq Ft)

Capacity:	Banquet Seating	130
	Standup Reception	150

Rental Rates	Half Day	Full Day
Mon-Tue-Wed-Thurs	\$300	\$450
Friday & Sunday	\$450	\$650
Saturday	\$500	\$800

Balcony rental available only with main floor rental

**East & West Meeting Rooms
(1,600 Sq Ft Each)**

Capacity: (each room)	Banquet Seating	100
	Theatre	140
	Classroom	60
	Conference	50
	Standup Reception	150

Rental Rates:	Half Day (4hrs)	\$300
	Full Day (8am-5pm)	\$400
	Evening (5-11pm)	\$400
	24-Hour Hold	\$425

A refundable cleaning deposit may apply

Entrance/Reception Areas

Old Foyer or Library Lobby

Entrance Only	\$100
Entrance with Food or Beverage	\$300

Old Foyer included with meeting room rental

Security

Security Guard fees	\$30 per hr (per guard)
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A/V RENTAL INFORMATION

Projection Equipment

Overhead projector with cart	\$ 35 per day
Slide projector with cart	\$ 35 per day
Video cassette player and 30" monitor	\$ 75 per day
6' projection screen	\$ 20 per day
10' projection screen	\$ 45 per day
LCD projector	\$185 per day
Lap Top	\$ 95 per day

A built-in motorized projection screen is included in the rental of each meeting room (East & West).

Audio Equipment

Rental of the Galleria main floor or meeting rooms includes complimentary use of a built-in sound system and one microphone per rental space. The Galleria sound system also includes complimentary use of a five-disc CD player, cassette player and AM/FM radio.

Additional microphones may be rented as follows:

Wireless Microphone with stand	\$40 per day
Lapel microphone	\$40 per day
Corded microphone with stand	\$20 per day

Presentation Materials

Wood easels	No Charge
Lectern (one per room)	No Charge
Additional lectern	\$30 per day
White board with marking pens	\$15 per day
Flip chart on white board easel	\$15 each

Designer Drapery Backdrop

25ft – 40ft	\$120 per day
17ft – 24ft	\$100 per day
16ft & under	\$ 60 per day

Videoconference Equipment

Telephone lines and camera equipment are available for video teleconferencing in the East Meeting Room. Call the Tsakopoulos Library Galleria rental office at (916) 264-2800 for further information and rates.

All rates subject to change

Tsakopoulos Library Galleria rentals help support the Sacramento Public Library