

Tonopah Convention Center Rates

Make your reservation by calling 775-482-3558.

	Commercial Rates ¹
Entire Site ²	350.00
Large Room	250.00
Medium Room	100.00
Small Room	50.00
Extra Day ³	25% discount
Kitchen – Full ⁴	100.00
Kitchen – Half ⁵	50.00
Special Setup ⁶	50.00
Table Change-Out ⁷	150.00
Off-site Equipment Fee ⁸	25.00-50.00
Off-site Equipment Delivery ⁹	50.00

Information:

Rates apply per event per one calendar day. If setup or cleaning occurs on the day before and/or after, additional charges will apply.

A reservation deposit of 50% for entire site/large room/medium room is due at time of reservation. Deposit will be applied to the rental fee. Reservations must be cancelled at least 60 days prior to event to receive a deposit refund.

Facility Deposit: One daily rate of the room/facility/equipment rental, due at time of reservation. If all rooms/ facilities, to include the bathrooms, are cleaned and left in proper state, as well as all equipment, to include AV equipment, is still intact, the facility deposit will be fully refunded.

¹ Commercial Rates apply to organizations or individuals not from Tonopah. Please contact staff for local and non-profit rates.

² Entire Site includes all four (4) meeting rooms; does not include kitchen, bar, special setup, etc.

³ Extra Day: If an event requires setup or cleanup the day before/the day after the event, a discount on the rental fee for the extra day(s) is given for entire site or large room. No discount for extra days for medium or small rooms.

⁴ Kitchen – Full: Use of everything – warming ovens, refrigerators, ice machine, dishwasher, plates, utensils, etc.

⁵ Kitchen – Half: Use of only warming ovens, refrigerators, and ice machine

⁶ Special Setup (Entire Site, Large Room, Medium Room): Rearrangement of chairs/tables from normal setup.

⁷ Table Change-Out: Switching Large Room and/or Medium Room from rectangular tables to round tables.

⁸ Off-site Equipment Fee: Use of tables and/or chairs at another location, i.e. Town parks; equipment fee determined by staff based on the number of tables and/or chairs.

⁹ Off-site Equipment Delivery: Delivery of tables and/or chairs to another location, i.e. Town parks, by Town staff (if available) at flat rate fee, setup not included.

Any individual or group event that involves the sale of food prepared off-site must be properly permitted with the Nevada State Health Division and provide proof of Food Protection Manager certification prior to event.

Additional charges for the following items:

- Round tablecloths (beige only) can be rented at a charge of \$3 per tablecloth.
- Chair covers (white only) can be rented at a charge of \$1 per cover.
- Coffee and/or Tea provided upon request at no extra charge (up to one urn per day/per group).
Over one urn: \$20.00 per urn.