



# Lancaster & District Curling Club Meeting Minutes

## October 11, 2023 Regular Scheduled Board Meeting

### 1. Meeting Opening

#### 1.1. Call to Order.

1.1.1. Liz called to order the meeting at 6:28pm.

1.1.2. Present: Leanne Dumoulin, Colleen MacCulloch, Alain Bellefeuille, James Doonan, Nigel Carlisle, Lynn Hurtubise, Aris J, Merina Mrzena, Heidi Gauthier, Linda Sinfield,

1.1.3. Regrets: Eugene Belengario,

Motioned by Nigel to Approve August 9<sup>th</sup> minutes. Seconded by James.

Motioned by Colleen to Approve September 13<sup>th</sup> Minutes. Seconded by Aris.

#### 1.2. Additions to Agenda

### 2. Updates:

#### 2.1. Treasurer's Report - [Appendix 1](#)

2.1.1 Heidi provided a more up to date copy of the treasurer's report.

2.2.2. The Optimist club reached out to BMO and then BMO to Heidi for a donation. It was suggested that we could "donate" a day of curling or something of non physical monetary value. Could potentially do a junior membership. For any donation requests send them to Liz.

#### 2.2. Membership summary of collected, outstanding, Full, Social, etc - Heidi

2.2.1 There are only 4 members to pay left, only 3 socials left to collect, only 10 from learn-to-curl to collect.

#### 2.3. Insurance - Heidi

2.3.1 Is projected to be no more than \$9,700. It is an increase from the past year expected. Quote is to follow in coming weeks.

#### 2.4. Jobs for October – [Appendix 2](#)

2.4.1 Send any changes to Nigel

#### 2.5. Double Dates – Liz

2.5.1 Draft format might change depending on who signs up, it'll be downstairs. The development session is being advertised on Sat Oct 21 and 28<sup>th</sup> from 1-3pm. Liz requested any input on these items, she did reach out to Blake.

#### 2.6. Membership – Colleen

2.6.1. Total of 148 members this year. 130 ordinary, 17 social and 1 junior. Last year was 158 (this includes ones from Learn to curl). Colleen had an interest in the drop in the league. We have 7 brand new members who are not taking the Learn to curl, 2 returning members, 21 from last year who did not sign up this year. Colleen has to check for the Friday night league, she has one that signed up but who hasn't paid. We will continue to issue Rowan's law.

2.6.2. A new description of the Friday night league will be created by Aris and Colleen.

#### 2.7. Swing and sweep update and accessibility – Liz

2.7.1 We should be good to go on Saturday, weather is looking good. Traditionally the Swing and sweep is not a money maker, there should be enough food as many were generous.

Glasses will be given out, Lunch is being served from 11:30-1pm. Most people are golfing in



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the morning, then curling in the afternoon. 8 golfing in the morning and 4 in the afternoon. Overall there are 48 participants.

2.7.2. We are looking into getting the accessible washroom and accessibility 0 entry to the club. Motion should happen before the holidays. James will reach out to Eugene to confirm his thoughts before the next meeting where the hope is to make a motion.

2.8. Bonspiel Dates – Aris

2.8.1. Turkey is potentially 23rd and 25th. See all other dates from Aris' calendar.

2.8.2. The bonspiels excel is available on the shared drive.

2.8.3. Learn to curl bonspiel will incorporate 5 years and less of curling experience.

2.9. Wine and Cheese – Nigel

2.9.1. We made a profit of \$58, the first time ever. We had a go turn out of past members, new and old members.

2.10 Bar – Nigel

2.10.1 We have 22 bar tenders, we are still waiting on a few more who have to complete their license. All who responded for a code, got a code, the ones who did not respond will get theirs upon arrival. Nigel has been offering training for those who reach out. Should changes be required this year, it will be changed and updated as they arise.

2.11 Budget planning tool – James - [Appendix 3](#)

2.11.1. It is essentially the bar income, bonspiel, memberships etc.

2.11.2 James hopes to have the September and October actuals for our November meeting to be able to have it up and running for the board.

2.12 Shared Drive – Merina and Nigel

2.12.1. Everyone is happy with the shared drive and will start to use it.

2.13 Clock – Alain

2.13.1. There is a digital clock that has been purchased through Amazon and contains a timer in it. The remote is in the office at this time, if we choose to use it, if we do have everyone use it, it'll have to be taught. We will give the teams until Christmas to ensure that they stay on time, if they do not, after Christmas the timer will be introduced.

2.14 Doors – Alain

2.14.1. Alain has contacted Gord Clendenning, the next step will be for him to come back to do the final measurements before ordering the door. He can only install  $\frac{2}{3}$  doors. The doors are full external glass doors. Because the doors are not standard sizing, they will be a little more expensive. Alain is projecting that it'll be done in the new calendar year.

2.15 Special Olympics – Nigel

2.15.1. 3 Special needs students approached Nigel to curl. Nigel is currently working with a contact with the special olympics contact. Cornwall cannot host us, Nigel is requesting that we host the event. It's a 2 end game, and it is recommended that we do a session with them in the morning. Liz suggested that the school hospitality classes be a part of it.



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2.15.2. Nigel is asking that the board approves the one day cost to be covered by the board. Motion by Nigel to waive the rental fee for the day for the special olympics highschool competition. Seconded by Leanne. All in favor.

#### 3. Matters for Decisions:

3.1. Snow removal quotes – Leanne - [Appendix 4](#)

3.1.1. Chretiens no longer exist. Motion by Leanne to accept Viau as our snow removal. Seconded by James. All in favor.

3.2. Sliders and Grippers for L2C - Liz

3.2.1. Last year, the learn to curlers were given the sliders and grippers but they were given back by most. The total cost would be about \$65 per curling to purchase these. Liz suggests that they pay a deposit for the rental and then they would be given it back at the end of the season. Slider is 24.95, gripper is 16.95. James will purchase the extra large ziploc bags, each L2C member will get their own with their name on it and then each session they are to give back their bag of grippers and sliders.

3.3. Rental - Nigel

3.3.1. The township shared their rental rates with Nigel so he could mimic the costs. Nigel solely requests that he gets a confirmation on the prices disregarding the planning of bartenders etc. Nigel's proposed increase was generally \$50. Motion by Nigel to approve the rental prices as provided in the table ([Appendix 5](#)) and discussed. Seconded by James. All in favor.

#### 4. Matters for Discussion:

4.1. Request for training and professional development in resilient communities funding – James

4.1.1. We cannot apply for the UTF. James requested that everyone go onto the shared drive and make a list of the courses that they want to attend and their costs.

4.2. Approval to seek architect for washroom accessibility – Liz and James

4.2.1. To move to the next meeting to include Euguene

4.3. Sponsorship poster – Colleen

4.3.1. It's on the website and needs to be fixed. Colleen has proposed changes for the poster. To change the wording to reflect the support of schools. Lynn and Colleen to work on the changes and then finalize and send it out to members.

4.4. Formatting and size – Colleen

4.4.1. Colleen to transfer the role of posting the meeting minutes to Merina on the website, in order to post on the website the meeting minutes have to be in PDF format.

4.5. Coordinating invitational bonspiels – Aris

4.5.1. The message to all members should be to check the board with a contact name so that they can contact the organizer. Aris to make a female, male and mixed group to be able to coordinate the groups. Aris is to print all the bonspiel posters.

4.6. No tick rule – Nigel



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4.6.1. If there is a rock in the centre of the ice it cannot be removed. - We will not be doing this rule.

4.7. Learn to curl bonspiel format – Aris and Liz

4.7.1. 5 years and under

4.8. Invitational updates – Aris and Colleen

4.8.1. To be removed Colleen indicated it was no longer needed.

4.9. Try Curling – Nigel

4.9.1. A day where we open our ice to friends, family and community to try curling. At this time we are not sure who would run it but Nigel is more than happy to aid in this. James suggests that we do it in the November break, between the learn to curl programs.

4.10 Advertising flyer – Colleen

4.10.1. Already been taken care of. No longer needed.

4.11. Ice

4.11.1. The ice is almost all ready to go. Kevin and Bruce have been working hard as well as Alain, Oleg and Tim have come in to install the lines.

#### 5. Action List

Action	Members Involved	Actions Taken/Date Completed
New Sheets	Ice Chair	By end of 2023 Season
Uploading PDF meeting minutes	Secretary	Monthly
New Friday Night League Description	Colleen & Aris	Before 2024 Season

6.

#### 7. Adjournment

7.1. Motion to adjourn the meeting made by Leanne at 8:21pm seconded by Nigel.

8. Next meeting is November 8th at 6:30pm.



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### Appendix 1

Treasurer Update as of October 11, 2023

#### Bank of Montreal

#### Main Account

<b>Current Balance</b>	<b>\$</b>	<b>71,796.60</b>	
<b>ADD: RECEIVABLES Memberships</b>	<b>\$</b>	<b>3,227.90</b>	
<b>RECEIVABLES SWING &amp; SWEEP</b>	<b>\$</b>	<b>1,696.00</b>	
	<b>\$</b>	<b>4,923.90</b>	
<b>LESS: O/S DEDUCTIONS</b>	<b>\$</b>	<b>122.04</b>	P&L Printing
	<b>\$</b>	<b>302.75</b>	Gerry MacDougall
	<b>\$</b>	<b>1,188.00</b>	Heritage Green Fees
	<b>\$</b>	<b>1,612.79</b>	
<b>Account Balance</b>	<b>\$</b>	<b>75,107.71</b>	
<b>Upcoming Expenses</b>			
Enbridge	\$	78.71	Bill September 26th - Automatic deduction October 16, 2023
Hydro One	\$	512.28	Bill October 3rd - Automatic deduction October 23rd, 2023
Hydro One	\$	63.45	Bill October 3rd - Automatic deduction October 23rd, 2023
Cogeco	\$	281.19	Bill October 2nd - Automatic Deduction October 16, 2023
BMO Mastercard	\$	3,183.60	As of October 6th approximately- to be withdrawn November 4, 2023
Clean Home Professionals	\$	610.20	To be deducted October 25, 2023
Hendersons	\$	165.97	Due to date at end of month
Goldline	\$	2,285.91	Stock, Due November 3, 2023
Goldline	\$	552.55	Grippers & Sliders for LTC & Juniors - Due November 11, 2023
Rozon Insurance	\$	9,700.00	This is an approximate. 13-15% increase over last year expected. Quote to follow in coming weeks
<b>TOTAL UPCOMING EXPENSES</b>	<b>\$</b>	<b>17,433.86</b>	
<b>PROJECTED CHEQUING ACCOUNT BALANCE INCLUDING UPCOMING EXPENSES</b>	<b>\$</b>	<b>57,673.85</b>	
<b>Bar Account Balance</b>	<b>\$</b>	<b>12,897.50</b>	

Additional upcoming expenses may also include the doors depending on upcoming meeting.



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### Appendix 2

October's Task List

Job Title	Job Description	Person Responsible	Date Completed
Eaves Droughts	Check and clean the eaves droughts around the building	House Chair	
Garbage	Garbage Collection is Thursday's. Ensure the Garbage and Recycling is ready at the roadside each week.	House Chair	
Bartenders List	Update the bartenders list and put a copy in the bar manual	Bar Chair	
Bartenders	Train new bartenders on the operating procedures of our bar	Bar Chair	
Weekly Bar Deposit	Conduct a weekly deposit of the cash in the cash register. Print out a report of the week and ensure the cash register balances. Place Deposit in the Safe.	Bar Chair	
Bartenders List	Export SmartServe members to share with the Bar Chair	Membership Chair	
Newsletter	Create and Distribute Quarterly Newsletter to members	Secretary	
Membership	Distribute league names to convenors	Membership Chair	
Payment	Track and report Membership Payments	Membership & Treasurer	
Resilience Grant	<a href="https://www.otf.ca/our-grants/resilient-communities-">https://www.otf.ca/our-grants/resilient-communities-</a>	Long-Term Development Chair	
Score Sheets	Post Score sheets for each league	Match Chair	



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### Appendix 3

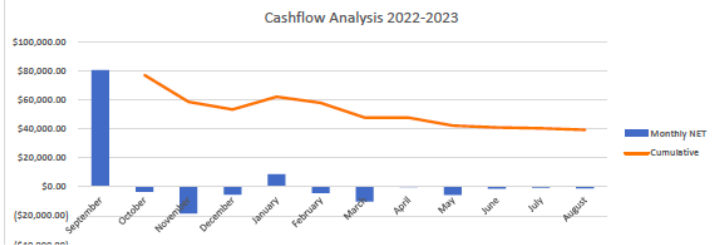
	September	October	November	December	January	February	March	April	May	June	July	August
<b>INCOME</b>												
Bonspeil Registration		\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00				
LTC Membership	\$2,200.00											
Memberships 351@145	\$50,895.00											
Bank Acct Reported Aug 9	\$33,000.00											
Advertising					\$12,225.00							
Wine	\$89.65	\$423.26	\$698.63	\$598.57	\$1,222.59	\$415.26	\$871.16	\$491.68	\$252.16	\$0.00	\$0.00	\$11.96
Beer	\$66.99	\$1,837.54	\$3,388.13	\$2,990.97	\$4,850.05	\$1,732.13	\$2,988.70	\$1,354.18	\$431.16	\$0.00	\$0.00	\$57.09
Liquor	\$138.02	\$353.80	\$468.99	\$498.29	\$902.11	\$331.86	\$1,009.24	\$512.42	\$526.25	\$0.00	\$0.00	\$5.09
<b>EXPENSE</b>												
Water & Sewer	(\$148.79)	(\$309.16)			(\$273.24)		(\$340.72)	(\$258.54)	(\$148.79)		(\$148.79)	
Ranguard	(\$187.00)		(\$74.85)			(\$74.85)				(\$74.85)		(\$74.85)
Snow Removal			(\$1,035.00)		(\$717.50)		(\$410.00)					
Property Tax		(\$671.00)					(\$639.64)		(\$629.00)			(\$672.96)
LCBO Bill	(\$243.25)	(\$179.00)	(\$534.56)	(\$179.00)	(\$995.65)	(\$688.73)	(\$1,485.00)	(\$661.03)	(\$722.33)			
Beer Store	(\$1,133.98)	(\$1,310.70)	(\$2,265.01)	(\$547.37)	(\$3,829.92)	(\$984.37)	(\$2,186.18)	(\$755.67)	(\$437.63)			
Cleaning	(\$610.20)	(\$610.20)	(\$745.80)	(\$542.42)	(\$1,826.08)		(\$2,029.48)					
Maintenance	(\$330.33)	(\$356.62)	(\$4,308.57)	(\$288.15)					(\$11.86)	(\$678.00)	(\$146.90)	
Kitchen/Food	(\$456.80)	(\$456.80)	(\$456.80)	(\$456.80)	(\$456.80)	(\$456.80)	(\$456.80)	(\$456.80)	(\$456.80)			
Ice tech salary/equipment	(\$2,344.60)	(\$2,344.60)	(\$2,344.60)	(\$2,344.60)	(\$2,344.60)	(\$2,344.60)	(\$2,344.60)	(\$2,344.60)	(\$2,344.60)			
Cogeco and fees	(\$158.84)	(\$158.84)	(\$158.84)	(\$158.84)	(\$158.84)	(\$158.84)	(\$158.84)	(\$158.84)	(\$158.84)			
Cogeco sports package		(\$294.36)	(\$162.95)	(\$162.95)	(\$162.95)	(\$162.95)	(\$162.95)					
Insurance			(\$8,575.00)					\$1,195.96				
Gas	(\$80.75)	(\$80.22)	(\$808.50)	(\$915.14)	(\$679.82)	(\$628.37)	(\$562.27)		(\$633.27)	(\$192.22)	(\$2.12)	(\$75.09)
Electricity	(\$399.46)	(\$436.80)	(\$2,423.08)	(\$4,744.87)		(\$2,188.09)	(\$5,188.98)		(\$1,212.83)	(\$260.93)	(\$316.74)	(\$281.28)
Basic Expenses	(\$6,094.00)	(\$6,913.94)	(\$24,024.97)	(\$10,340.14)	(\$11,445.40)	(\$7,687.60)	(\$15,965.46)	(\$3,439.52)	(\$6,755.95)	(\$1,206.00)	(\$614.55)	(\$1,104.18)
Basic Expense inflation ADJ	(\$6,398.70)	(\$7,259.64)	(\$25,226.22)	(\$10,857.15)	(\$12,017.67)	(\$8,071.98)	(\$16,763.73)	(\$3,611.50)	(\$7,093.75)	(\$1,266.30)	(\$645.28)	(\$1,159.39)
Basic Incomes	\$86,389.66	\$3,614.60	\$5,555.75	\$5,087.83	\$20,199.75	\$3,479.25	\$5,869.10	\$3,358.28	\$1,209.57	\$0.00	\$0.00	\$74.14
NET	\$80,295.66	(\$3,299.34)	(\$18,469.22)	(\$5,252.31)	\$8,754.35	(\$4,208.35)	(\$10,096.36)	(\$81.24)	(\$5,546.38)	(\$1,206.00)	(\$614.55)	(\$1,030.04)
Cumulative		\$76,996.32	\$58,527.10	\$53,274.79	\$62,029.14	\$57,820.79	\$47,724.43	\$47,643.19	\$42,096.81	\$40,890.81	\$40,276.26	\$39,246.22

last year cost +5%

**Exclusions Income** Proshop, Pickleball, Non alcoholic sales, donations, Grant Income, Used a "budget" for bonspeil. Conversions of LTC to FTM

**Exclusions Spend** Any discretionary spending approved by board. Attempt for base costing. Need to rectify with financial report operating costs

**Projected Next year Aug Cash** \$39,246.22  
**Projected May-Aug Exp** (\$9,680.68)  
**Spend Allowance** \$29,565.54



Item	Purchas Yr	Lifetime	2023 Cost	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Kitchen Stove	?	EOL	\$ 3,500.00	\$ 3,570.00	\$ 3,641.40	\$ 3,714.23	\$ 3,788.51	\$ 3,864.28	\$ 3,941.57	\$ 4,020.40	\$ 4,100.81	\$ 4,182.82	\$ 4,266.48	\$ 4,351.81
Kitchen Fridge	2023	10	\$ 6,000.00										\$ 7,314.42	\$ 7,460.71
Kitchen Fume Hood	?		\$ 2,500.00	\$ 2,550.00	\$ 2,601.00	\$ 2,653.02	\$ 2,706.08	\$ 2,760.20	\$ 2,815.41	\$ 2,871.71	\$ 2,929.15	\$ 2,987.73	\$ 3,047.49	\$ 3,108.44
Bar Fridge	?		\$ 3,635.00	\$ 3,707.70	\$ 3,781.85	\$ 3,857.49	\$ 3,934.64	\$ 4,013.33	\$ 4,093.60	\$ 4,175.47	\$ 4,258.98	\$ 4,344.16	\$ 4,431.04	\$ 4,519.67
Bar Ice Maker	2020	5	\$ 200.00					\$ 221.00	\$ 225.42	\$ 229.93	\$ 234.53	\$ 239.22	\$ 244.00	\$ 248.88
Bar Glas Washer	?	EOL	\$ 11,000.00	\$ 11,220.00	\$ 11,444.40	\$ 11,673.29	\$ 11,906.75	\$ 12,144.89	\$ 12,387.79	\$ 12,635.54	\$ 12,888.25	\$ 13,146.02	\$ 13,408.94	\$ 13,677.12
Bar Keg and Taps	?	EOL	\$ 3,995.00	\$ 4,074.90	\$ 4,156.40	\$ 4,239.53	\$ 4,324.32	\$ 4,410.80	\$ 4,499.02	\$ 4,589.00	\$ 4,680.78	\$ 4,774.39	\$ 4,869.88	\$ 4,967.28
Bar Split Unit 1	2020	10	\$ 3,000.00							\$ 3,447.00	\$ 3,515.94	\$ 3,586.26	\$ 3,657.98	\$ 3,731.14
Bar Split Unit 2	2020	10	\$ 3,000.00							\$ 3,447.00	\$ 3,515.94	\$ 3,586.26	\$ 3,657.98	\$ 3,731.14
Basement Furnace				\$ 1.02	\$ 1.04	\$ 1.06	\$ 1.08	\$ 1.10	\$ 1.13	\$ 1.15	\$ 1.17	\$ 1.20	\$ 1.22	\$ 1.24
Ice Surface Sheets				\$ 1.02										
Ice Surface Houses				\$ 1.02										
Ice Surface Lighting				\$ 1.02										
Ice Surface Dehumidifier				\$ 1.02										
Ice Surface Heater East				\$ 1.02										
Ice Surface Heater West				\$ 1.02										
Ice Surface Exterior Door				\$ 1.02										
Ice Surface Door to Lobby				\$ 1.02										
Ice Surface Door to Ice Room				\$ 1.02										
Office Printer		5	\$ 200.00	\$ 204.00					\$ 225.00	\$ 229.50	\$ 234.09	\$ 238.77	\$ 243.55	\$ 248.42
Ladies Washroom				\$ 1.02										
Mens Washroom				\$ 1.02										
Ice Room Compressor				\$ 1.02										
Ice room Ice Mistress				\$ 1.02										
Building Roof				\$ 1.02										
Parking Lot Gravel				\$ 1.02										
Pickle Ball Equipment				\$ 1.02										
				\$ 1.02										
SUM				\$ 25,347.00	\$ 25,626.09	\$ 26,138.61	\$ 26,661.39	\$ 27,415.61	\$ 28,188.93	\$ 28,989.71	\$ 29,816.64	\$ 30,669.44	\$ 31,548.88	\$ 32,455.67



# Lancaster & District Curling Club Meeting Minutes

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Appendix 4



9 Front Street  
P.O. Box 414  
Lancaster, ON K0C 1N0  
613-347-2667  
viauexcavation@bell.net

October 2, 2023

Lancaster and District Curling Club  
Attn: Leanne Dumoulin  
13 High Street  
Lancaster, ON  
K0C 1N0

### Seasonal Snow clearing 2023 - 2024

The parking lot at the Curling Club, would be cleared from snow when required at the cost of

\$1,035.00 + HST seasonal.

If an accumulation of snow gets to be too much and it needs to be removed, this could be done at your request for,

Backhoe \$100. + HST per hour

Dump truck \$115 + HST per hour

I understand, keeping the snow away from the North-West corner of the building as the fire Exit is in that corner, and to keep clear the emergency door at the East end of the Curling rink.

Salting or stone chips would be applied by request only and at additional cost .

Thank you for your consideration,

Patrick Viau  
VIAU EXCAVATION LTD.





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Sylvain Chretien  
**613-551-2343**



Patrick Binette  
**613-362-5672**

**EQUIPMENT RENTAL · SEPTIC SYSTEMS  
EXCAVATION · SNOW REMOVAL**

**JACKPINE EQUIPMENT LTD**  
Formerly Chretien Excavation Inc  
**19564 GLEN ROAD**  
**WILLIAMSTOWN, ON**  
**K0C 2J0**

September 22, 2023

Lancaster & District Curling Club  
P.O. Box 355  
13 High Street  
Lancaster, ON  
K0C 1N0

Re: Snow Cleaning for 2023-2024 Season

Snow Cleaning	Cost per hour worked	\$95.00 plus HST
Snow Cleaning	Cost per occasion	\$45.00 plus HST
Snow Cleaning	Cost per season	\$850.00 plus HST
Snow Removal	Cost per hour	\$150.00 plus HST
Snow Removal	Cost per occasion	\$225.00 plus HST

NOTE: This contract requires us to do snow cleaning and ice control at the above address only.  
We do not do any such work on municipal property.

Thank you,

Patrick Binette

Sylvain Chretien



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### Appendix 5

	Current	Proposed
<b>Ice and Hall - Member</b>	\$175.00/Day	\$225.00/Day
<b>Ice and Hall - Non-Member</b>	\$275.00/Day	\$325.00/Day
<b>Hall (Licensed) - Member - Bartender in Rental</b>	\$100.00/Day	\$125.00/Day
<b>Hall (Licensed) - Member - NO Bartender in Rental</b>	N/A	\$150.00/Day

	Current	Proposed
<b>Hall (Licensed) - Non-Member</b>	\$100.00/Day	\$200.00/Day
<b>Hall (Un-Licensed) - Member</b>		\$75.00 \$100.00/Day
<b>Hall (Un-Licensed) - Non-Member</b>		\$75.00 \$150.00/Day