



VENUE RENTAL PRICING

Ballroom - 5 hour rental minimum*	\$500
Ballroom rental over 5 hours	\$100/hr
Ballroom - 12 hour rental*	\$800
Conference Room or Library rental	\$50/hr
Game Room rental	\$50/hr

*Includes tables, chairs, use of audio/visual equipment and banquet equipment, and standard set up and tear down.

RESERVATION POLICIES

- ❖ 50% non-refundable deposit to hold the date
- ❖ Remaining balance due 28 days prior to event
- ❖ Monthly payments can be arranged for remaining balance
- ❖ Check or Cash encouraged
- ❖ Credit cards are accepted with a 4% processing fee
- ❖ \$250 refundable security deposit due 28 days prior to event
- ❖ If entire property isn't rented, music must end by 9 p.m.
- ❖ Open catering
- ❖ No glitter, confetti or open flames
- ❖ Deposit is refunded as long as:
 - ◆ all payments are received in a timely manner
 - ◆ arrival and departure according to policy
 - ◆ there is no damage to the property
 - ◆ there is no excessive clean up required following the event
- ❖ All payments other than the security deposit are non-refundable

ADD-ON PRODUCTS & SERVICES

- ❖ White Tablecloths - \$10/table
- ❖ Throw-Away Tableware (plates, dessert plates, flatware, napkin, clear cup) - \$2.50/person
- ❖ Rental of China, Flatware, Glasses - \$5/person (clean up is required)
- ❖ 13 Passenger Shuttle - \$69/hour (2 hour minimum)
- ❖ Officiant - \$150 for the wedding day; \$250 for the wedding day and rehearsal dinner
- ❖ Centerpieces - \$5/table
 - Choose any combination of items from:*
 - ◆ *Vintage Victorian Jars with Greenery*
 - ◆ *Tall Glass Vases*
 - ◆ *Crystal Votives*
 - ◆ *Mason Jars with burlap*
 - ◆ *Clear wine bottles with lights inside*
 - ◆ *Round mirrors*