



# WEEKDAY RENTAL RATES

Monday–Thursday until 11:00 PM, Friday until 5:00 PM.

*BLUE PRICING: Discount on Rates for Columbia Association Assessed, Non-Profits, & Active Military*

NUMBER OF HOURS	MEETINGS	SOCIAL EVENTS
<b>BALLROOM (38' x 18') &amp; Veranda (40' x 12'):</b> Max. Capacity 74 (Banquet) or 100 (Theater), 32 (Veranda) <span style="float:right"><b>\$120 / 108 per hour</b></span>		
2	\$240 / 216	
4	\$350 / 315	\$500 / 450
8	\$600 / 540	\$800 / 720
<b>MAIN LEVEL (Ballroom, Veranda, Library, &amp; Foyer):</b> Max. Capacity 159 (TENT is an extra fee*) <span style="float:right"><b>\$150 / 135 per hour</b></span>		
2	\$300 / 270	
4	\$450 / 405	\$590 / 530
8	\$720 / 648	\$1,000 / 900
<b>MANOR HOUSE (Exclusive Use):</b> Max. Capacity 180 guests (TENT is an extra fee*) <span style="float:right"><b>\$185 / 166 per hour</b></span>		
4	\$550 / 495	\$700 / 630
6	\$700 / 630	\$950 / 855
8	\$820 / 738	\$1,200 / 1,080
10	\$950 / 855	\$1,500 / 1,350
<b>GAITHER ROOM (30' x 18'):</b> Max. Capacity 64 (Banquet) or 85 (Theater) <span style="float:right"><b>\$80 / 72 per hour</b></span>		
2	\$160 / 144	
4	\$240 / 216	\$420 / 378
8	\$380 / 342	\$700 / 630
<b>STERRETT (18' x 19'):</b> Max. Capacity 32 (Banquet) or 40 (Theater) <span style="float:right"><b>\$56 / 50 per hour</b></span>		
2	\$112 / 100	
4	\$190 / 171	\$250 / 225
8	\$320 / 288	\$400 / 360
<b>LIBRARY (16' x 18'):</b> Max. Capacity 24 (Banquet) or 30 (Theater) <span style="float:right"><b>\$43 / 39 per hour</b></span>		
<b>RIDGELY (18' x 19'):</b> Max. Capacity 20 (Conference Table seats 12)		
<b>TOWN CENTER ROOM (18' x 19'):</b> Max. Capacity 48 (Banquet) or 60 (Theater)		
2	\$86 / 78	
4	\$146 / 132	\$200 / 180
8	\$262 / 236	\$350 / 315
<b>Payment Schedule</b>		
<b>Meetings:</b> Upon execution of the contract, 100% of the Rental price is due as well as a \$250 Security Deposit if using the kitchen. <b>Social Events:</b> Upon execution of the contract, 50% of the Rental price is due. Six (6) weeks prior to event date, the remaining 50% Balance of Rental price is due along with a \$500 Security Deposit.		

**NEW - Upgrade your banquet chairs! Gold Chiavari - \$6.00 per chair (set-up/ take-down included)**

- Indoor/Outdoor white ceremony/reception chairs - **\$4.00** per chair (set-up & break-down included). Minimum 50 / Maximum 100
- Total rental hours must include set-up and clean-up time.
- Gaither, Ridgely & Sterrett rooms are on the upper level & are *not* handicap accessible. Town Center room is on the lower level.
- Coffee/Tea Service is available for Meetings at **\$4.00** per person. Other food options available.
- When a national holiday falls on a weekday, **Sunday** rental rates apply to social events.
- Special rental conditions apply to parties for ages 1-21; please request addendum.
- Warming kitchen includes refrigerator, freezer, microwave, convection oven, warming cabinet, ice machine.
- **Complimentary:** linens for meetings (*only*), ice, tables & chairs (set-up included), free parking, A/V equipment, conference phone.

**\* TENT:**

- Additional rental fee of \$1,100. Tent is exclusively sold and managed by Elite Tents and Events for Historic Oakland.
- All equipment used under the tent is **required** to be rented through Elite.
- Equipment, set up and breakdown under tent are an additional cost.
- Speak with Elite for more information and pricing regarding under tent equipment rentals.
- Speak with a Historic Oakland staff person for set-up or break-down pricing.
- Available for rent late March through mid-November. Tent is permanently installed on the brick patio in the rear yard & cannot be removed during these months.
- Includes cathedral side panels & interior lighting. Ceiling liner, chandeliers, up-lighting, heaters, fans, etc. are an extra rental fee.