



WEEKDAY RENTAL RATES

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

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

GENERAL INFORMATION:

- Tables & standard banquet chairs (set-up included), kitchen (refrigerator, freezer, microwave, convection oven, warming cabinet, ice machine), free parking, linens (for meetings only), A/V equipment, conference phone.
- Total rental hours must include set-up and clean-up time.
- Mangolia, Ridgely & Sterrett rooms are on the upper level and are not handicap accessible. Town Center Room is on the lower level.

OPTIONS:

- Coffee/Tea Service (for meetings only) - \$4.00 per person. Other food options available. Consult with Oakland staff for pricing.
- Indoor/Outdoor white chairs - \$4.00 per chair (Minimum 50/Maximum 100). Set-up & break-down included.
- Gold Chiavari chairs - \$6.00 per chair (Minimum 50/Maximum 100). Set-up & break-down included.
- When a national holiday falls on a weekday, **Sunday** rental rates apply to all social events, with a \$25 per hour staffing premium.
- Special rental conditions apply to parties for ages 1-21 to include a \$25 per hour staffing premium. Request addendum for specifics.

*** TENT:**

- Tent is an additional fee of \$1,300 to rent and is exclusively sold and managed by *Elite Tents and Events* for Historic Oakland.
- When renting the tent, 1st floor rental of house is required, which includes use of the kitchen, dressing lounge, and restrooms.
- Tent is permanently installed on the brick patio in the rear yard and cannot be removed during the months of March-November.
- Includes cathedral side panels, ceiling liner and interior lighting. Tables, chairs, heaters/fans, etc., are an extra rental fee.
- Equipment, set-up and break-down under the tent are an additional cost. Speak with Oakland staff for pricing.
- Speak with an *Elite* representative directly (410-795-8368) for more information and pricing regarding all your tent needs.