



WEEKDAY RENTAL RATES

10% Discount for Columbia Association Assessed, Non-Profits, & Active Military

ROOM	MEETINGS (Monday-Friday)	SOCIAL EVENTS (Monday-Thursday)
Total rental hours must include set-up and clean-up time.		
BALLROOM (38' x 18') & VERANDA (40' x 12'): Max. Capacity 74 (Banquet) or 100 (Theater), 32 (Veranda)		
4 Hour Min.	\$400 Additional Hours: \$50	\$500 Additional Hours: \$75
MAIN LEVEL (Ballroom, Veranda, Library, & Foyer): Max. Capacity 159 (TENT is an extra fee)		
4 Hour Min.	\$500 Additional Hours: \$60	\$600 Additional Hours: \$100
MANOR HOUSE (Exclusive Use): Max. Capacity 180 guests (TENT is an extra fee)		
4 Hour Min.	\$600 Additional Hours: \$70	\$750 Additional Hours: \$125
MAGNOLIA (30' x 18'): Max. Capacity 64 (Banquet) or 85 (Theater)		
4 Hour Min.	\$300 Additional Hours: \$40	\$450 Additional Hours: \$65
STERRETT (18' x 19'): Max. Capacity 32 (Banquet) or 40 (Theater)		
	\$140 – 2 Hour Min Additional Hours: \$30	\$400 – 4 Hour Min. Additional Hours: \$45
LIBRARY (16' x 18'): Max. Capacity 24 (Banquet) or 30 (Theater)		
RIDGELY (18' x 19'): Max. Capacity 20 (Conference Table seats 12)		
TOWN CENTER (18' x 19'): Max. Capacity 48 (Banquet) or 60 (Theater)		
	\$100 – 2 Hour Min. Additional Hours: \$25	\$200 – 4 Hour Min. Additional Hours: \$40
<u>PAYMENT SCHEDULE</u>		
Meetings:	Upon execution of contract, 100% of the Rental price is due.	
Social Events:	1) Within 5 days of receipt of contract, 50% of total rental rate. 2) 6 weeks prior to event date, remaining 50% of Rental rate + any equipment rentals +\$500 Security Deposit.	

GENERAL INFORMATION:

- Tables & standard banquet chairs (set-up included), kitchen (refrigerator, freezer, microwave, convection oven, warming cabinet, ice machine, 94 free parking spaces, A/V equipment, conference phone, linens *(for meetings only)*.)
- Magnolia, Ridgely & Sterrett are on the upper level and are *NOT* handicap accessible. Town Center is on the lower level.

OPTIONS:

- When a national holiday falls on a weekday, **Sunday** rental rates apply to all social events, with a **\$30.00** per hour staffing premium.
- Parties for children ages 6 months -18 years incur a staffing premium of **\$30.00** per event hour. Request addendum for specifics.
- Optional Rental Chairs: White ceremony/reception chairs (indoor/outside use) / Gold Chiavari chairs (indoor use only) **\$4.00** per chair (Min 50/Max 100). Set-up and break-down included.
- Inside house set-up included in rental fee. Any other set-up or moving of chairs available for **\$150.00** per occurrence.

TENT:

- Tent is being offer as a package in conjunction with the house
- See separate Tent Rental Pricing information sheet for specific details and/or speak with an Oakland staff person.
- When renting the tent, the house and grounds are included with rental which includes the kitchen, dressing lounge, and restrooms.
- Tent is only available to be rented on the rear brick patio during the months of March-November.