



WEEKDAY RENTAL RATES

10% Discount for Howard County Residents/Businesses, Non-Profits, & Active Military

| ROOM | MEETINGS (Monday-Friday) | SOCIAL EVENTS (Monday-Thursday) |
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| 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 + Security Deposit. | |

GENERAL INFORMATION:

- Tables & standard banquet chairs are included with your rental,
- Warming kitchen for your use.
- 94 free parking spaces.
- A/V equipment, conference phone, linens (*for meetings only*).
- Magnolia, Ridgely & Sterrett rooms are on the upper level with the Town Center room on the lower level. These rooms are **not** handicap accessible.

OPTIONS:

- When a national holiday occurs on a weekday, **Sunday** rental rates apply to social events + a **\$30.00** p/h staffing premium.
- Optional Rental Chairs: gold Chiavari chairs (indoor use only)/white ceremony/reception chairs (indoor/outside use) - **\$6.00** 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.