



# WEEKDAY RENTAL RATES

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

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