



WEEKDAY RENTAL RATES

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

Credit card (Visa or MasterCard), check (personal, certified or cashier's) or money order are accepted as payment to execute your contract. Cash payments are not permitted.

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) To secure date - \$500 initial rental deposit. 2) Balance of the initial rental deposit (50% of total rental rate) is due 30 days thereafter. 3) 6 weeks prior to event date, remaining 50% of Rental rate + a \$500 Security Deposit are due.	

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 in 2021.
- Speak with Oakland staff for specific details and pricing.
- When renting the tent, the house is included in your rental which includes use of the kitchen, dressing lounge, and restrooms.
- Tent is only available to be rented and installed on the brick patio in the rear yard during the months of March-November.