



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
PAYMENT SCHEDULE		
Meetings:	Upon execution of contract, 100% of the Rental price is due.	
Social Events:	Upon execution of contract, 50% of the 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, 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

- Coffee/Tea Service *(for meetings only)* - **\$4.00** per person. Other food options available. Consult with Oakland staff for pricing.
- White indoor/outdoor chairs, gold Chiavari chairs & high-top chairs - **\$4.00** per chair (Min 50/Max 100). Set-up and break-down included.
- When a national holiday falls on a weekday, **Sunday** rental rates apply to all social events, with a **\$30** per event hour staffing premium.
- Special rental conditions apply to parties for ages 1-21 to include a **\$30** per event hour staffing premium.

TENT

- Tent is an additional fee of \$1,500 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 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.