

## WEEKDAY RENTAL RATES

10% Discount for Columbia Association Assessed, 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 ( <b>TENT is an extra fee</b> )		
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 ( <b>TENT is an extra fee</b> )		
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>PAYMENT SCHEDULE</b>		
<b>Meetings:</b>	Upon execution of contract, 100% of the Rental price is due.	
<b>Social Events:</b>	Upon execution of contract, 50% of the Rental price is due. Six (6) weeks prior to event date, remaining 50% of Rental price + <b>\$500 Security Deposit are due.</b>	

### 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.
- Indoor/Outdoor white ceremony/reception chairs (Min 50/Max 120) or indoor gold Chiavari 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 and is exclusively sold and managed by **Elite Tents and Events** for Historic Oakland.
- When renting the tent, 1<sup>st</sup> floor rental of house is required, which includes use of the kitchen, dressing lounge, and restrooms.
- Tent is only available on the brick patio in the rear yard during the months of March-November.
- 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.