WEEKDAY RENTAL RATES

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

ROOM *4 Hour rental minimum*	MEETINGS **(Monday-Friday)** *Ending by 5:00PM*	SOCIAL EVENTS **(Monday-Wednesday)**
BALLROOM (includes Veranda) *Max. Capacity* *BR 74 Banquet |100 Theater | V 32 Banquet*	**$460** Additional Hours: $58	
MAIN LEVEL (Ballroom, Veranda, Library, & Foyer) *Max. Capacity* *130*	**$575** Additional Hours: $70	**$740** Additional Hours: $150
MANOR HOUSE (Ballroom, Veranda, Library, Foyer & 3 upper-level rooms) *Max. Capacity* *180 guests*	**$675** Additional Hours: $80	**$862** Additional Hours: $160
MAGNOLIA (Accessible, Upper Level) *Max. Capacity* *64 Banquet | 85 Theater*	**$345** Additional Hours: $50	**$517** Additional Hours: $80
STERRETT (Not-Accessible, Upper Level) *Max. Capacity* *32 Banquet | 40 Theater*	**$200 – 2 Hour Min** Additional Hours: $40	**$460 – 4 Hour Min.** Additional Hours: $55
LIBRARY *Max. Capacity* *24 Banquet | 30 Theater* **RIDGELY** *Max. Capacity* *12-20* **TOWN CENTER** *Max. Capacity* *48 Banquet | 60 Theater*	**$150 – 2 Hour Min.** Additional Hours: $32	**$240 – 4 Hour Min.** Additional Hours: $50

For all rentals noted above, the TENT is an extra fee. Speak with staff for specifics.
Total rental hours must include set-up and clean-up time.

PAYMENT SCHEDULE

Meetings: Within 3 days of receipt of contract, 100% of the Rental price is due.
Social Events: 1) Within 3 days of receipt of contract, 50% of total rental rate.
2) 6 weeks prior to event date, remaining 50% of the Rental rate + Security Deposit + equipment rentals (if applicable).
Meetings & Social Events: If meeting/social event date is within 4 weeks of extended contract, payment is due in full 3 days of receipt of contract.

GENERAL INFORMATION:

- Magnolia, Ridgely & Sterrett rooms are on the upper level and are assessable via elevator.
- Town Center room is on the lower level and is not handicap accessible.
- Tables & standard banquet chairs are included with your rental.
- Warming kitchen with refrigerator, freezer, microwave, convention oven & warmer.
- 94 free parking spaces.
- A/V equipment, linens ***(meetings only)***.

OPTIONS:

- Inside house set-up included in rental fee. Any other set-up or moving of chairs available for **$150.00** per occurrence.
- Optional Rental Chairs: gold Chiavari chairs (indoor/tent use only) / white ceremony/reception chairs (indoor/outside use) - **$8.00** per chair (Min 50/Max 100). Set-up and break-down included.
- When a national holiday occurs on a weekday, **Sunday** rental rates apply to social events + a **$35.00** p/h staffing premium.

Prices subject to change without notice. *Effective: 1/2027*