



AMENITIES

We approach every detail of hosting your event with the care as if it were our own. Below is a list of our amenities we offer to ensure a wonderful event experience. Additional amenities available upon request.

- Venue Coordinator
- Security - Evening Events (\$85)
- Venue Cleaning + Trash Removal (\$250)
- Complimentary WiFi
- Audio Visual: In House Sound and Light System
- 24 8' Rectangular Tables + Linens
- 12 72" Round Tables + Linens
- 200 Chairs + Chair Covers
- 25 - Barstools
- Lounge Areas
- Catering Prep Space with Refrigerators + Microwave
- Dressing Rooms

MAX CAPACITY

Ballroom A 3,000 sf - 150 at table/seated dinner; 200 lecture style; 300 standing reception

Ballroom B 1,500 sf – 80 at table/seated dinner; 100 lecture style; 150 standing reception

DAY RENTAL RATES - BEFORE 5PM

MONDAY - THURSDAY \$100 per hour. 3 hours minimum. 1hr load out required.

FRIDAY - SUNDAY \$500 minimum. 5 hours minimum: 1hr load in. 3hr event. 1hr load out. \$125 per each additional hour. **+ Security is required for all events over 50 guests OR serving alcohol. No exceptions. \$85 security fee.**

EVENING RENTAL RATES - AFTER 5PM

SUNDAY - THURSDAY \$1000

5 hours minimum: 1hr load in. 3hr event. 1hr load out. \$150 per each additional hour.

FRIDAY – SATURDAY \$1500

6 hours minimum: 1hr load in. 4hr event. 1hr load out. \$175 per each additional hour.

+ Outside food & beverage is permitted, including alcohol. Bartender required for events serving alcohol (\$100).

DEPOSIT TO RESERVE DATE: A signed contract and date-hold deposit in the amount of 50% of the costs associated with the event space rental must be received to reserve your date(s) and time(s).

The balance of your space rental fee is due thirty (30) days prior to your event.

CANCELLATION

Date-Hold deposit is nonrefundable if notice is given less than 30 days prior to your event.

From 30 days prior to event: No space rental payment(s) will be refunded.