



## Special Event Rental Fees - Effective January 2014

- For all events, there will be a **REFUNDABLE \$500 security deposit**.
- For all events, there will be a **\$150 Save the Date fee to hold the date and time for the event. This fee is included in the rental price**, but must be paid at the time of venue reservation.
- All events **must be fully paid for 30 days prior to the event**. Please see Special Events Rental Agreement for cancellation policies.
- For events taking place solely in the house, please note that **the capacity of the first floor is 50 people or less. You may rent the house and grounds for a larger event, but the capacity of the house must remain 50 or less (that is, guests filtering in and out of the house during the event.)**
- All renters must meet with the Docent and fill out a Special Events Rental Agreement prior to booking the event. This can be done any time during working hours.

### Events lasting 1 to 6 hours

Location	During Working Hours	After Working Hours
First Floor and Surrounding Grounds	\$500	\$400
The Green	\$500	\$350
Entire Facility	\$800	\$750

### Events Lasting Over 6 Hours

Location	During Working Hours	After Working Hours
First Floor and Surrounding Grounds	\$650	\$550
The Green	\$650	\$500
Entire Facility	\$950	\$900

Docent (after working hours)	\$18 per hour
Security (required for after hours or large events)	\$23 per hour

### Janitorial (Clean-Up) Fees

Janitorial less than 50 attendees	\$70
Janitorial 50 to 100 attendees	\$90
Janitorial 101 to 250 attendees	\$120
Janitorial 251 or more attendees	\$150