

"PLAN YOUR EVENT"

Occupancy

Guest limit	350 for theatre style seating
	300 for stand-up cocktail party
	250 for buffet w/food being served in the foyer
	200 for a plated dinner without a dance floor
	125 for a plated dinner with a dance floor

Holiday Hours

Staff: \$150.00/hr.
Security: \$52.50/hr.

Parlors

		<u>Prices</u>
Fees	Saturday (10 hrs. maximum/4 hrs. minimum)	\$2,500
	Member Rate	\$1,750
	Sunday The parlors are not available for Sunday rentals	*****
	Friday	\$2,500
	Member Rate	\$1,750
	Monday – Thursday	\$2,000
	Member Rate	\$1,500
	Holidays The parlors alone are not available for Holiday rentals	*****

Parlors, auditorium/ballroom, boardroom & kitchen

Fees	Friday (10 hours maximum/4 hrs. minimum)	\$4,460
	Member Rate	\$3,460
	Saturday (10 hours maximum/4 hrs. minimum))	\$4,460
	Member Rate	\$3,460
	Sunday The house is not available for Sunday rentals	*****
	Monday – Thursday	\$2,810
	Member Rate	\$2,310
	Holiday Rates (includes Holiday staff and security charges)	\$5,500
	Holiday Rates for Members (includes Holiday staff and security charges)	\$4,500

Auditorium, foyer & kitchen

	Friday (10 hrs. maximum/4 hrs. minimum)	\$3,460
	Member Rate	\$2,710
	Saturday (10 hrs. maximum/4 hrs. minimum)	\$3,460
	Member Rate	\$2,710
	Sunday The house is not available for Sunday rentals	*****
	Monday–Thursday	\$2,210.
	Member Rate	\$1,810
	Holidays Rates (includes Holiday staff and security charges)	\$5,500
	Holidays Rates for Members (Includes Holiday staff and security charges)	\$4,500

"REFUNDABLE DAMAGE DEPOSIT: \$1,000"

Boardroom: 9:00 am – 4:00 pm

Guest limit: 48 seated in room; 18 at board table (Fees: Business rate - \$150/hr. - Member rate -100/hr.)

Portrait shoot for non-renters: \$200 (House availability for portrait shoot: 9:00 a.m. – 1:00 p.m. Monday thru Friday only. Please call for appointment. All time used after 4:00 p.m., a staff fee of \$75.00/hr. hour will be charged)

Wedding Rehearsals: We pay our staff until 4:00 p.m. Monday thru Friday. If your rehearsal is after 4:00 p.m., there will be a \$75.00/hr. staff fee. If your rehearsal begins after 4:00 p.m., a security guard is required. His fee is \$35.00/hr. These amounts will be deducted from your damage deposit when it is returned to you.

INCLUDED

- 10 hours use of the house on the day of your event
- Two staff members for 10 hours
- Security for 6 hours
- No gratuity
- Clean-up
- No set-up fee for theatre style seating
- Only one rental per day
- Wedding ceremony space
- 50% off rental fee for rehearsal dinner if already renting for reception and/or wedding ceremony
- Private room and restroom available for the bride and bridal party
- Black, padded, chairs (250 available)
- Renter can supply own liquor
- Free parking
- Use of private garden
- Your choice of caterers from our approved list of caterers
- Your choice of florists
- Use of pianos (tuning not included)
- Set-up start times during certain times of year negotiable
- Deliveries can be made during the week prior to your event

ADDITIONAL (Optional)

Equipment rental

Gold ballroom chairs	\$ 7 each (200 maximum)	6' round tables	\$ 12 each
Rectangular tables (6'and 8')	\$ 8 each	Piano Tuning	\$120 each
2' Cocktail Tables	\$10 each	4' Cake Table	\$ 8 each

Non-Profits

Gold ballroom chairs	\$5 each (200 maximum)	6' round tables	\$10 each
Rectangular tables (6'and 8')	\$7 each	Piano Tuning	\$120 each
2' Cocktail Tables	\$8 each	4' Cake Table	\$ 7 each

GENERAL PRACTICALITIES

- The Bolling Haxall House is handicapped-accessible
- For evening events, the house must close at 12 midnight
- A \$1,000 refundable damage deposit is required for all events
- A reduced rental fee is available for non-profit organizations and members of The Woman's Club
- Folding chairs are prohibited
- Ballroom must be set up the day of the event
- Alcohol must be brought in the day of the event
- A host liability certificate of insurance is required by the renter or caterer if supplying the liquor
- Only approved, licenses caterers allowed

WEDDING GUIDELINES

- Florists and caterers may bring items to the house before the event by prior arrangement only
- On the day of the event, house opening time is flexible and negotiable
- Brides may freshen up or change clothes in the second floor boardroom, equipped with a full length mirror (no food or drink other than water is allowed in this room)
- If the wedding ceremony is held at the Bolling Haxall House, the second floor boardroom is available for the bride and her wedding party to use for getting ready
- There is a room provided for the band or DJ to use for taking a break

