

## “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

	<b>Not to Exceed</b>	
Fees	<b><i>Saturday – Sunday</i></b> (10 hrs. maximum/4 hrs. minimum)	<b>\$ 350/hr. (\$2,100)</b>
	<b>Member Rate</b>	\$ 275/hr. (\$1,600)
	<b><i>Friday</i></b>	<b>\$ 310/hr. (\$1,850)</b>
	<b>Member Rate</b>	\$ 225/hr. (\$1,350)
	<b><i>Monday – Thursday</i></b>	<b>\$ 260/hr. (\$1,550)</b>
	<b>Member Rate</b>	\$ 210/hr. (\$1,050)
	<b>(Monday thru Thursday – Additional staff (\$75.00/hr.) and security charges (\$35.00/hr.) will apply)</b>	

### Parlors, auditorium/ballroom, boardroom & kitchen

Fees	<b><i>Saturday – Sunday</i></b> (10 hours maximum/4 hrs. minimum))	<b>\$4,460</b>
	<b>Member Rate</b>	\$3,460
	<b><i>Friday</i></b>	<b>\$3,650</b>
	<b>Member Rate</b>	\$2,600
	<b><i>Monday – Thursday</i></b>	<b>\$2,000 or \$300/hr.</b>
	<b>Member Rate</b>	\$1,500 or \$250/hr.
	<b>(Monday thru Thursday – Additional staff (\$75.00/hr.) and security charges (\$35.00/hr.) will apply)</b>	

### Auditorium, foyer & kitchen

Fees	<b><i>Saturday – Sunday</i></b> (10 hrs. maximum/4 hrs. minimum)	<b>\$3,460</b>
	<b>Member Rate</b>	\$2,710
	<b><i>Friday</i></b>	<b>\$2,600</b>
	<b>Member Rate</b>	\$1,850
	<b><i>Monday – Thursday</i></b>	<b>\$1,500 or \$250/hr.</b>
	<b>Member Rate</b>	\$1,000 or \$200/hr.
	<b>(Monday thru Thursday – Additional staff (\$75.00/hr.) and security charges (\$35.00/hr.) will apply)</b>	

**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