



The Glendale Lyceum Non-Member Wedding Rental Pricing

Fees	Friday & Saturday	Sunday*
Basic Rental Includes Kitchen, Sunroom, Outdoor Covered Patio, Ballroom, Tearoom, Library, Foyer, Lower Level Guest Restrooms *Includes use of Lyceum Tables, Chairs and China ** For a <u>five-hour event</u> (plus two additional hours at front-end for vendor set-up).**	\$5,800	\$4,700
All-Day Rental Includes all areas in Basic Rental, plus Bridal Suite and Pub. <u>Access to facility is from 9am - midnight.</u> *Includes use of Lyceum Tables, Chairs and China	\$6,500	\$5,400
Ceremony Rental Indoor or Outdoor ceremony. Includes 90-minute rehearsal and white garden chair set-up in Meadow and/or indoor room flip. *Indoor ceremony cost is slightly reduced.	\$1,200	\$1,200

**Saturday rate applies to most holiday weekend Sunday rentals.*

***Rate is slightly reduced when table, chair and china rentals are through All Occasions*

The Lyceum requires our Facilities Manager to be on premises for the duration of the event, to address maintenance issues, plumbing issues, or disorderly conduct amongst guests. Cost for this is an additional \$30/hour, and is the client's responsibility.

***If your vendors require more than two hours for set-up, there will be an additional hourly fee to cover the cost of the Venue Coordinator's time.*

Refundable Security Deposit of \$500 and Rental Deposit of \$1,000 due upon contract signing.

Upgrades/ Extras

Clients are not required to use Lyceum tables, chairs and china. If you so choose, you may upgrade to any of the three packages offered by our exclusive rental provider, All Occasions. See packages below. Linens must be rented from All Occasions or Caterer.

All Occasions Rental Packages

All Occasions Rental Packages <i>(for estimation only, tax not included)</i>	
Package A: Includes 5' round tables*, cake table, white garden chairs*, many linen & napkin color options, 4 pc flatware, 5pc china, water goblets, barware, and all set-up/tear-down charges, including room diagramming.	~ \$18/person
Package B: Includes 5' round tables*, cake table, white Chiavari chairs (with seat color options), moderate upgrade to linens & napkins with many color options, 5 pc upgraded flatware, 5pc upgraded china, water goblets, barware (including red and white wine glasses), and all set-up/tear-down charges, including room diagramming.	~ \$30/person
Package C: Includes 5' round tables*, cake table, white Chiavari chairs (with seat color options), deluxe upgrade to linens & napkins, 4 pc deluxe upgraded flatware, 5pc deluxe upgraded china with charger, upgraded water goblets, barware (including red and white wine glasses), and all set-up/tear-down charges, including room diagramming.	~ \$50/person

**All packages fully customizable with many selections within pricing given. Your All Occasions Rental Coordinator will provide you all options.

**Additional options available if you prefer to use certain items available through the Lyceum and only upgrade certain aspects; typically starts at \$15/person

Rental Process:

- 1) Meet with your All Occasions Rental consultant as soon as possible once your venue contract is signed, and choose items using this checklist and the sample settings photos for reference. (All Occasions Rental: 513.563.0600).
- 2) At the end of your consultation, All Occasions will confirm your order with you, via printed confirmation. This confirmation will serve as the cost estimate and will include tax, optional damage waiver, and labor and delivery charges. At this time, 50% of the total cost is due, to reserve your items/date.
- 3) One week prior to your event, All Occasions will call you to confirm your order. The balance on the order will be due at this time.
- 4) Three days prior to the event, All Occasions will email you, requesting a signature on your final order.
- 5) On the day of the event, your Venue Coordinator will double check your order against what was delivered and placed, and address any problems or issues directly with All Occasions.

Checklist of items:

Item	Notes	Yes	No	If "No", Who Is Providing?
Tables	Be sure you account for all tables you will need, including buffet, cake, etc.			
Chairs	If you are planning a <i>meadow</i> ceremony, please order an extra set of chairs for seating.			
Linens	You will need linens for all tables ordered.			
Chargers	(Included in packages B & C only). Note that use of chargers will affect the number of guests per table.			
China	Determine what type of place settings you'd like to use - how many plates, etc. This will affect your flatware choices as well.			
Glassware	Determine how much glassware you'd like, from just a water goblet, to wine glass(es), and champagne flutes.			
Barware	Barware needed will depend on what type of bar you are planning. <i>This must be confirmed with your caterer!</i>			
Napkins	Note how napkins are to be folded on order.			
Flatware	Number of pieces of flatware will be determined by what type of place setting you choose.			
Extras	Extras Extras are not included in our package pricing, but consider any extras you might want, such as draping, centerpieces, napkin rings, etc.			

Delivery Date _____ Delivery Time _____ Pick up Date _____ Pick up Time _____

**Weds/Thurs delivery is preferred, with a Monday pick up. Extra charges may apply if delivery and/or pick-up times must occur at specified times because of other Lyceum events. Delivery MUST be confirmed with Lyceum staff prior to confirming your rentals quote.*

Please bring this checklist and the sample settings photos with you when you meet with your All Occasions Rental consultant, to ensure that you have ordered everything you will need to make your special day simply amazing!

Samples of place settings included in each package are shown below.
Please note that all packages are fully customizable!

