

Fitzpen Place

Rental Rates

WEEKENDS and HOLIDAYS:

BALLROOM	First 6 hrs.	\$150/hr
	Each additional hour	\$100/hr
▪ Fri.	5pm to 1am (min 3 hrs rental)	Requires \$450 nonrefundable deposit
▪ Sat.	8am to 1am (min 4 hrs rental)	Requires \$600 nonrefundable deposit
▪ Sun.	8am to 1am (min 4 hrs rental)	Requires \$600 nonrefundable deposit
TENT*	Open	\$100/hr
	Cathedral sides	\$125/hr
▪ Fri.	5pm to 1am (min 3 hrs rental)	Requires \$300 nonrefundable deposit
▪ Sat.	8am to 1am (min 4 hrs rental)	Requires \$400 nonrefundable deposit
▪ Sun.	8am to 1am (min 4 hrs rental)	Requires \$400 nonrefundable deposit

WEEKDAYS:

Mon. - Fri.	7am to 5pm (min 2 hrs rental)	
▪ BALLROOM		\$50/hr Requires \$100 nonrefundable deposit
▪ TENT *	Open	\$50/hr Requires \$100 nonrefundable deposit
	Cathedral sides	\$75/hr Requires \$150 nonrefundable deposit
Mon. – Th.	5pm to 12am (min 3 hrs rental)	
▪ BALLROOM		\$75/hr Requires \$225 nonrefundable deposit
▪ TENT *	Open	\$50/hr Requires \$150 nonrefundable deposit
	Cathedral sides	\$75/hr Requires \$225 nonrefundable deposit

*If the tent is rented with the ballroom, then no additional deposit required

ADDITIONAL AMENITIES AVAILABLE:

- **Table Clothes**
 - 96" Round (white) \$10 ea
 - 108" Round (ivory) \$15 ea
 - 120"x60" (white) \$10 ea
 - 154"x96" (ivory) \$15 ea
- **Chair Covers** (ivory, black) \$2 ea
- **Artificial Lighted Trees** \$10 ea
- **Stage** \$150
- **Trellis** \$30
- **Patio Heaters or Fans** \$25 ea
- **Tent Lining** \$1200
- **Audio-Visual**
 - **Wireless Microphones** \$30 ea
 - **Projector and Screen** \$50
 - **TV** \$50
 - **Grand Piano** \$50
- **Bar Set-up**(beverages extra) **\$100/hr/bar**
(Soft Drinks and Alcoholic Beverages are quoted per event on specific beverages)

PRICES INCLUDE:

- **Cleaning Fees**
- **Tables and Chairs and Set-up**
- **Use of Commercial Kitchen**
- **2 hours of consultation, in one hour segments, with our event planner (by appointment only).**
- **Assistance of one staff member on event day**
- **Ballroom greenery and floral arrangements**
- **Podium with one wireless microphone**

DAMAGE DEPOSIT: An additional **refundable** damage deposit of \$250 is due 10 business days prior to the event date.

BOOKING AN EVENT:

To reserve your date you will need to pay the required deposit and present a signed contract with the Rules and Regulations initialed. Any additional costs are due 10 business days prior to event.

EVENT PLANNING SERVICES

Our staff members are available to assist you with your event by recommending vendors who provide services such as catering, entertainment, photography, floral arrangements, etc. Additional charges apply if planning and coordinating these activities require more than the initial 2 hours of consultation with our event planner.