

# *Fitzpen Place*

*Rental Rates*

**BALLROOM, PATIO, TENT, & POND AREAS:**

**Up to 150 people**

**Up to 300 people\***

**9am - Midnight**

**8 Hours of Use** (\$100/hour for every hour over 8 hours)

• <b>HOLIDAY</b>	<b>\$2,600</b>	<b>\$3,200</b>
• <b>SATURDAY</b>	<b>\$2,600</b>	<b>\$3,200</b>
• <b>FRIDAY</b>	<b>\$2,000</b>	<b>\$2,600</b>
○ <b>Friday &amp; Saturday</b>	<b>\$3,600</b>	<b>\$4,200</b>
• <b>SUNDAY</b>	<b>\$2,000</b>	<b>\$2,600</b>
• <b>MONDAY - THURSDAY</b>	<b>\$1,500</b>	<b>\$2,100</b>

**AMENITIES INCLUDED**

- Tables, chairs, and set-up
- Table cloths (white lap length)
- One staff member present on event day during hours of use
- One hour of event planning services with our event planner, scheduled in advance
- One guard in parking lot during event
- Cleaning Fees
- Use of Audio-visual equipment (podium with cordless mics, projector & screen, 50" TV, Grand Piano, 16' x 8' stage w/ skirting)
- Ballroom greenery and floral arrangements, including lighted Trees (5)
- Trellis
- Patio heaters/fans (2)

**BALLROOM & PATIO AREAS**

*Amenities included: same as above except grand piano, stage, trellis, or heaters/fan*

• <b>MONDAY - FRIDAY 7am - 5pm</b>		
○ <b>8 hours of use</b> (\$75/hr for every hour over)	<b>\$800</b>	<b>\$1,000</b>
○ <b>3 hours of use</b> (\$50/hr for every hour over)	<b>\$560</b>	<b>\$760</b>
• <b>MONDAY - THURSDAY 5pm - 11pm</b>		
○ <b>5 hours of use</b> (\$75/hr for every hour over)	<b>\$785</b>	<b>\$985</b>

**AMENITIES AVAILABLE:**

• <b>Table Clothes</b>		
108" or 120' Round (white, ivory)		<b>\$15 ea</b>
154"x96" (white, ivory)		<b>\$15 ea</b>
Toppers and Runners (gold, silver, black, red, green)		<b>\$10 ea</b>
• <b>Chair Covers</b> (white, ivory, black)		<b>\$2 ea</b>
• <b>Tent Lining</b>		<b>\$1,200</b>
• <b>Bar Set-up</b> (alcohol extra, quoted per event)		<b>\$100/hr/bar</b>

**ADDITIONAL FEES:**

- **\$300/hour AFTER MIDNIGHT**
- Food must be purchased through licensed catering company that has Baldwin County Health Department approval.
- An additional **refundable** damage deposit of \$400 is due 10 business days prior to the event date.

**BOOKING AN EVENT:**

To reserve your date present a signed **Rental Contract** with the **Rules and Regulations** initialed and pay 50% of the package price as a **nonrefundable security deposit**. 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 additional services such as entertainment, photography, floral arrangements, etc. Additional charges apply if planning and coordinating these activities require more than the one hour of consultation included in the packages.

\*Events with over 300 people may be subject to additional handling fees.