

events

AT STRATHMORE

RATE SCHEDULE FOR RENTAL OF THE MANSION AT STRATHMORE

	<u>General Rental</u>	<u>Montgomery County Resident</u>
Fee for 8-hour rental*		
JANUARY-FEBRUARY		
Saturdays or Holidays	\$4200	\$4000
Friday or Sunday	\$3600	\$3400
Mon., Tues. or Thurs.	\$2400	\$2200
MARCH – NOVEMBER		
Saturdays or Holidays	\$4800	\$4500
Friday or Sunday	\$4200	\$4000
Mon., Tues. or Thurs.	\$2800	\$2600
DECEMBER (No Residency Discount)		
Saturdays or Holidays	\$4800	
Friday or Sunday	\$4200	
Mon., Tues. or Thurs.	\$3000	

No Rentals on Wednesday Evenings.

Additional time

Before 2 a.m.: \$500 per hour or part thereof
After 2 a.m.: \$800 per hour or part thereof

*Scheduled overtime must be paid in advance

Security deposit

\$1000 plus ½ of rental fee due with signed contract. Balance due 60 days prior to event.

Tent and ground-use fee: \$400

Rental hours available

After 4 p.m. on Monday, Tuesday, Thursday and Friday
After 3 p.m. on Saturday
After 9 a.m. on Sunday

CURFEW

All functions must end (i.e. all guests must leave) by 1 a.m. and clean-up should be completed by 2 a.m. Overtime rate for occupancy after 2 a.m. is \$800 per hour or any part thereof.

RENTALS

Normal rental periods are for 8 hours, including set-up and clean-up times.

USE OF FACILITIES

Rental for social functions includes all public rooms on the first floor plus the catering kitchen, the bride's room and the conference room. The first floor will accommodate 225 guests for a stand-up reception or 150 for a seated dinner. The Music Room is suitable for ceremonies and will accommodate 150 standing, 110 seated in rows or 70 seated at tables. If a tent is to be used, a supplementary tent-use agreement and tent-use fee are required.

SCHEDULE OF PAYMENTS

The security deposit of \$1000 plus ½ of the rental fee must accompany the signed contract. The balance of the rental fee is due 60 days before the event. The \$1000 security/overtime deposit will be refunded, less any charges, within two weeks after the event. If the balance of the rental fee is not received 60 days before the event, the reservation will be cancelled.

CANCELLATIONS

Written cancellations are required.

- 180 days or more before the date of the function, the deposit, less a \$200 booking fee and any rental fee, will be refunded.
- Less than 180 days but more than 60 days before the event, the security deposit will be refunded but the partial rental fee will be retained until the date is booked with another 8 hour rental.
- Less than 60 days before the event (i.e. after the balance has been paid), the security deposit will be refunded but the rental fee will be retained until another 8 hour reservation is booked.

CATERING

Catering is provided by Restaurant Associates. Contact catering@strathmore.org. Music Center Café service may also be available.

PARKING

Parking provided depending on number of attendees and other activities on campus.

SERVICES AND FEES

DID Telephone for local service only (2 weeks advance notice required)	\$50
High Speed Internet Access per day/jack (2 weeks advance notice required)	\$150
High Speed Wi-Fi Internet Access per day (2 week advance notice required)	\$150