

American Association of University Women
FEE SCHEDULE 2005-2006

Maximum seating capacities for events:

Table Seating:

Dining Room	Sit down function	32-36 people
Hall and Livingroom	Sit down function	32-36 people
OR		
First Floor	Grazing reception	100 people

Rental of facility is based on a five-hour maximum event for the following events

The American Association of University Women closes at 11:00 p.m. Please plan your event accordingly.

Wedding Ceremony

Sit down in hall	40 people
Sit down in livingroom	45 people
Sit down in living room/ hall	65 people

Rental Fee: **Call for further details** (includes use of bride's room on the second floor; first floor for ceremony; supervision; set up and use of folding chairs for guests; 1 1/2 hour rehearsal the evening before the wedding; 3 hours the day of the wedding) Additional time is available at an hourly fee. No food or beverages are to be served at this event.

Wedding Reception

Grazing up to	100 people
Sit down up to	80 people

Rental Fee: **Call for further details** (includes use of the first floor of the house for 5 hours for the reception and an additional two hours before the event for set up by the caterer and one hour after the event for clean up by the caterer) Additional hours can be added at an hourly rate. Fee includes supervision and a limited supply of tables, chairs and linens.

Wedding and Reception Rental Fee: **Call for further details** (includes everything listed under reception plus 1 1/2 hours for a rehearsal the evening before and an additional hour the day of the wedding.) Additional time before 11:00PM available at an hourly fee.

Wedding Pictures Fee: **starts at \$250.00** (includes the use of the first floor of the house for one hour and supervision; no food or beverages may be served.) Additional time available at an hourly fee.

Parties and Catered Meetings Rental Fee: **Call for further details**

– fees starting at **\$400.00**

- Parties up to 50 people and
- Parties up to 100 people

(includes use of the first floor of the house for 5 hours for the party and an additional two hours before the event for set up by the caterer and one hour after the event for clean up by the caterer) Additional hours can be added at an hourly rate. Fee includes supervision and a limited supply of tables, chairs and linens.

**Meetings without food or beverages being served (Maximum 3 hours)
Additional hours may be purchased**

Call for further details – fee schedule varies based on number of attendees in each room

Up to 10 people per room

Up to 15 people per room

Up to 35 people per room

Up to 45 people per room

Supervision is required for these events. Additional room charge of \$1.00 per person when serving finger food (Tablecloths- \$5.00 each) Food must be brought in by a licensed caterer or brought in after being prepared at a licensed bakery or store. No food may be prepared at the AAUW House or the home of any other person. No alcohol may be served. All food must be served using paper products. Clean up is the responsibility of the client.

Recitals

Sit down in living room

up to 50 people

Rental Fee (2 hours)

Call for further details

Piano Tuning Fee (optional)

\$65.00

Additional Charges for serving food (\$25.00 plus \$5.00 per tablecloth)

Supervision (required for non-members)

- Note:
- ~ Fees are subject to change without notice.
 - ~ A **refundable security deposit** of \$100.00 is required.
 - ~ A **non-refundable deposit** of \$100.00 or 25% of your total fees (which ever is less) is required to guarantee your reservation.
 - ~ The piano is tuned twice a year-If you would like it tuned especially for your event there is a charge of \$65.00.