



UPDATED VENUE RENTAL PRICING PROPOSAL

CATERED PRIVATE EVENT: NORWOOD HOUSE & GREAT LAWN:

MAXIMUM GUEST: 150

MAXIMUM HOURS: 5

- \$3,000 FOR 5 HOURS (FRI, SAT & SUN) -\$500 REFUNDABLE SECURITY DEPOSIT.
- \$2,500 FOR 5 HOURS (MON-THURS) - \$500 SECURITY DEPOSIT.

NO MUSIC LATER THAN 10PM. EVENT MUST END AT 11PM TO

BOOK THE DATE:

- \$1,500 NON-REFUNDABLE DEPOSIT AND \$500 SECURITY DEPOSIT REQUIRED
- SIGNED CONTRACT & COO
- THREE MONTHS ADVANCE NOTICE TO BOOK.

*SEE CONTRACT FOR OTHER DETAILS

NORWOOD HOUSE ROOM RENTAL:

MAXIMUM GUESTS: 30-40

MAXIMUM HOURS: 3 PLUS 1 HOUR OF SET UP

- \$200 AN HOUR (MON. - THURS.)
- \$300 AN HOUR (FRI. - SUN. DAYTIME)
- \$600 AN HOUR (FRI. - SUN. EVENING)
- \$100 AN HOUR FOR NON-PROFITS.
- MON. - FRI: REQUIRES ONE MONTH'S ADVANCE NOTICE TO BOOK. FRI - SUN REQUIRES TWO MONTHS ADVANCE NOTICE TO BOOK.
- FULL PAYMENT REQUIRED TO RESERVE THE DATE (NON-REFUNDABLE UNLESS DUE TO SEVERE WEATHER)
- ACCESS TO DOWNSTAIRS GALLERY, THEATRE ROOM, COVERED PORCH, AND BATHROOM ON THE FIRST AND SECOND FLOOR.
- NO TENTS PERMITTED.
- NO OUTSIDE CATERING OR USE OF THE OVEN. GUESTS ARE PERMITTED TO BRING THEIR OWN FOOD AND USE THE KITCHEN SINK AND REFRIGERATOR BUT MUST SIGN WAIVER AND WILL BE RESPONSIBLE FOR GARBAGE REMOVAL.
- SERVING ALCOHOL REQUIRES SPECIAL PERMISSION AND INSURANCE.
- NO OUTSIDE VENDORS WITHOUT PERMISSION AND PROOF OF PROPER INSURANCE
- NO BANDS, DJS OR LOUD MUSIC ALLOWED.
- TABLES AND CHAIRS WILL BE PROVIDED. SPECIAL REQUESTS MUST BE MADE IN WRITING AT LEAST A WEEK IN ADVANCE. GUEST WILL BE EXPECTED TO SET UP TABLES AND CHAIRS AS DESIRED AND PLACE THEM BACK WHERE THEY FOUND THEM WHEN DONE.
- WIFI, TV & PROJECTOR ACCESS MUST BRING YOUR OWN CABLES AND CORDS TO CONNECT



VISTOR CENTER FIRST FLOOR ROOM RENTAL:

MAXIMUM GUESTS: 40-50

MAXIMUM HOURS: 3 PLUS 1 HOUR OF SET UP.

9PM CURFEW

- \$100 AN HOUR (MON. - THURS)
- \$200 AN HOUR (FRI. - SUN.)
- \$85 AN HOUR FOR NON-PROFITS.
- ONE MONTH'S ADVANCE NOTICE REQUIRED TO BOOK THE DATE.
- FULL PAYMENT REQUIRED TO RESERVE THE DATE (NON-REFUNDABLE UNLESS DUE TO SEVERE WEATHER)
- ACCESS TO THE DOWNSTAIRS LEVEL OF THE VISTOR CENTER
- NO OUTSIDE CATERING IS PERMITTED. GUESTS MAY BRING THEIR OWN FOOD BUT ARE REQUIRED TO SIGN A WAIVER. USE OF THE KITCHEN IS PERMITTED WITH THE EXCEPTION OF THE OVEN. WILL BE RESPONSIBLE FOR PROPER WASTE DISPOSAL OF ALL PERISHABLE MATERIALS.
- TABLES AND CHAIRS WILL BE PROVIDED. SPECIAL REQUESTS MUST BE MADE IN WRITING AT LEAST A WEEK IN ADVANCE. GUEST WILL BE RESONSIBLE FOR SETTING UP THE ROOM AS THEY REQUIEW. ALL FURNITURE SHOULD BE LEFT AS IT WAS FOUND UPON ARRIVAL.
- WIFI ACCESS. NO TV AVAILABLE IN THAT ROOM. PROJECTOR & SCREEN MAY BE AVAILABLE UPON REQUEST. MUST BRING YOUR OWN CABLES AND CORDS TO CONNECT

PHOTOGRAPHY: SINGLE-USE PERMIT FOR PROFESSIONAL PHOTOGRAPHERS:

\$200.00