

RETREAT

FEES AND CHARGES

~ Please note: credit cards are not accepted for payment ~

1. USAGE FEE:

Includes up to 4 hours use of the Carriage House facility, and use of our glassware, dishware, flatware, banquet tables & chairs, and an on-site event captain.

Non-profit Organizations & Government Agencies (You must provide your non-profit tax identification number)

	Tuesday through mid-day Friday	Mid-day Friday through Saturday evening
0-50 guests	\$300	\$600
51 + guests	\$450	\$900

Corporate and Personal

	Tuesday through mid-day Friday	Mid-day Friday through Saturday evening
0-50 guests	\$600	\$1,200
51 + guests	\$900	\$1,800

2. LABOR AND SERVICE FEE:

- Dependent on event details

3. FOOD COSTS:

- Dependent of event details.

4. SECURITY CHARGES (may not apply for events in excess of 4 hours):

- Administrative Fee: **\$ 50.83**
- State Trooper hourly rate (two hour minimum): **\$ 80.33**

5. MISCELLANEOUS FEES AND CHARGES WHICH MAY APPLY:

Holiday and Holiday Weekend surcharge	\$500.00
Additional event time, per hour (a second Usage Fee entitling you to 4 additional event hours may be purchased in lieu of the additional hourly rate)	\$125.00
Additional set-up time, per half hour	\$ 75.00
47" LCD TV	\$175.00
DVD Player	\$ 25.00
Multimedia Projector	\$ 75.00
Lectern, Microphone	\$ 50.00 - 150.00
Conference Phone	\$ 25.00
Piano Rental	\$125.00
Cake Cutting & Service Charge	\$100.00
Formal Coat Check	\$100.00
Tablecloths	\$10.00 each