

The University Club

Room Capacities & Rental Fees

	Minimum Number of Guests	Room Capacity			Room Setup/Clean-Up Fee	After-Hours Rental Fees	
		Seated	Theater	Reception		Mon-Thurs	Fri-Sun
Parlor	0	-	45	30	\$ 15.00	\$ 50.00	\$ 75.00
Private Dining Room	0	8	-	-	\$ 15.00	\$ 50.00	\$ 75.00
Music Room	0	18	25	50	\$ 20.00	\$ 65.00	\$ 125.00
Sun Porch	0	24	35	45	\$ 35.00	\$ 75.00	\$ 150.00
Social Dining Room	12	30	55	65	\$ 30.00	\$ 100.00	\$ 175.00
Red Room	12	32	55	60	\$ 40.00	\$ 150.00	\$ 200.00
Blue Room	25	52	-	100	\$ 55.00	\$ 175.00	\$ 275.00
Main Dining Room	25	75	120	150	-	\$ 250.00	\$ 350.00
Side Garden & Patio	-	50	150	100	-	\$ 50.00	\$ 75.00
Front Yard	-	80	175	300	-	\$ 100.00	\$ 200.00
Main Floor	50	160	-	300	-	\$ 750.00	\$ 950.00
Entire House	100	240	-	500	-	\$ 1,225.00	\$ 1,500.00

Room Setup/Clean-Up Fee:

The Room Setup/Clean-Up Fee will be charged for use of a private room on weekdays (Mon-Fri) during normal business hours (8am-5pm).

Rental Fee:

The Rental Fee will be charged for use of a private room(s) after business hours and/or on weekends.

- University Club members receive a 50% discount off the published rental fees. Those members who have upgraded to the Championship Level of membership have no rental fees. The rental fee is due at the time of signing an event contract in order to secure the date for an event.
- For non-members, the rental fee listed is charged separately and in addition to the catering bill for an event. The rental fee is due at the time of signing an event contract in order to secure the date for an event.

Event Hours & Venue Access:

Events held during business hours (8am-5pm) on weekdays may arrange to have access to the venue prior to/after the event for decorating or other special setup. However, the hours of access must be coordinated through the Sales Manager as there may be some limitations on access based on other events, operational hours, staff arrival times, etc.

After-hours events are booked for 3 hours (i.e. 6pm-9pm). In addition to the scheduled event time, clients are allowed access to the venue up to 4 hours prior to the event. However, the hours of access must be coordinated through the Sales Manager as there may be some limitations on access based on other events, operational hours, staff arrival times, etc. Clients are also allowed 1 hour following the scheduled event end time to remove all personal items and/or any décor or third-party rental property that was brought into the venue for the event.

If additional hours are needed to allow the client time for additional setup and/or clean-up, they will be billed at a rate of \$125 per hour. Special exceptions to the venue access policies may be considered and arranged by the Sales Manager on a case-by-case basis.

Audio Visual Pricing:

The University Club now owns several pieces of AV equipment which may be used for events held at the Club. Be sure to discuss any AV needs with the Sales Manager to ensure availability and proper setup for your event.

- Podium with Microphone - \$25
- Digital Projector – \$45
- Projection Screen – \$10
- Blue Room AV (built-in sound, 80" TV, Powerpoint, etc) - \$30
- Laptop - \$20