



Park Terrace Facility Rental includes

800 square foot banquet area and an adjacent 1,200 square foot hardwood dance floor. 175 people can be seated for dining in the banquet area, and the number can expand to 200 by also using a small portion of the dance floor for seating

- Tables and chairs for up to 200
- Additional set up and clean up
 - Mobile Bar
 - Coffee maker
 - Ice machine
- Kitchen (stove, sink, and refrigerator)
 - Security guards (if needed)
 - 25- 5 feet round tables
 - 15- 8 foot long tables

Non-Members Fees

Week day/day usage: Monday-Thursday (Business meeting, lunches, and presentations) up to 50 people: \$40.00 hour (5 hour limit). *Not applicable during holiday seasons*

Social event/gathering:

- 5 hour limit for each function. Additional time is allowed for set-up and clean-up
- Facilities will be rented no later than 11:00pm
- *See facility contract for more rental conditions*

1-75 people: \$550 (1 security guard included) If no security guard needed price is \$450 **manager approval**

1-100 people: \$675 (1 security guards included)

1-200 people: \$925 (2 security guards included)

Deposit and Contract

\$300 cleaning and damage deposit and a completed and signed contract are required at the time the reservation is made. Deposit is refunded if facility is left in its original state.

Completed and signed contract as well as all fees is due 30 days prior to the event.

A set-up plan for arrangement of tables and chairs must be submitted to the Park Terrace office one week before the date of the event. Failure to submit this plan on time could result in at least \$50.00 being deducted from the security and damage deposit.