

Huntington House, LLC Space Rental Information

Room	Seating	2 Hours	4 Hours	6 Hours	8 Hours
Library Room	5-8	25.00	45.00	65.00	85.00
Red Room	10-15	30.00	50.00	70.00	90.00
Dining or Meeting Room	Seats up to 24	40.00	60.00	80.00	100.00
Whole First Floor -no Kitchen	Up to 50	80.00	100.00	120.00	140.00
Kitchen/Pantry Rental	N/A	Contact	Contact	Contact	Contact

Rental of space includes use of the parking area behind the venue for ½ hour before and after the event or function.

Decorating and clean-up is included in the time increments, so please plan for additional time if your meeting or event is the actual time listed.

Use of the kitchen appliances, supplies and serve ware is not permitted for any event or function unless prior agreement has been made.

Non-Refundable Reservation Deposit is due upon the written agreement confirmation to guarantee your desired date and time. This amount will be applied toward the outstanding balance due the day of the event or function. Deposit is \$50 or the amount of your rental fee, if less than \$50.00

An on-site attendant for the duration on the event is required if not using our catering services. This charge must be paid with the deposit for the space and is \$15 per hour.

Clean-up and damage security deposit \$50.00 for events of 10 people or less, \$100.00 for events of 10 people or more. Deposit due with the signed reservation contract. The responsible party will ensure that the first floor, including the restroom, are returned to the same clean condition in which they were found. If this is not done, management will have the areas cleaned or repaired. Cleaning, repair or damage charges shall be deducted from the deposit amount. If the amount exceeds the deposit, the client shall be liable for the difference in amount. If the amount is not needed it will be refunded within 10 days after the event, if the deposit is needed, if there is any remaining balance, it will be refunded within 30 days of the event or function.

If you have a question, please contact Robin at 692-5744 or robin.stippich@gmail.com

