

## Huntington House, LLC Space Rental Information

Room	Seating	2 Hours	4 Hours	6 Hours	8 Hours
Library Room	8	30.00	50.00	70.00	90.00
Red Room	12	40.00	60.00	80.00	100.00
Dining Room	24	50.00	70.00	100.00	120.00

Use of the combined rooms includes use of the large hallway. If using several rooms please add the totals together to obtain pricing for the requested time block.

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. Any food brought in must be listed and approved with signed contract. No open flame warmers or candles are allowed. Please note we are a non-smoking location.

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 day of the event. This charge must be paid with the deposit and is \$15 an 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. \$175 for events of 20 people or more. Deposit is 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 any questions, please contact Robin at 757-692-5744 or [robin.stippich@gmail.com](mailto:robin.stippich@gmail.com)