

# PRIVATE EVENTS AT THE PRESIDENT'S ROOM

**PRICING IS FOR A 4-HOUR PRIVATE EVENT AFTER 5 P.M.**

\$ 500.00 || private event rental for up to 40 guests.

\$200.00 || optional additional hour

## required fees:

+\$250.00 refundable security deposit

+\$100.00 cleaning fee

\*weekday events include Monday, Tuesday, Wednesday, and Thursday

\*weekend events include Friday, Saturday, and Sunday

## **ADDITIONAL CONSIDERATIONS:**

1. All events must conclude by 10 p.m.
2. Maximum guest count of 40 guests, no exceptions.
3. Additional hours can be purchased for \$200.00 per-hour.
4. Rental includes the use of tables, chairs, and linens included in Hagen History Center's limited inventory.
5. All events regardless of date or size require an additional \$250.00 refundable security deposit and \$100.00 cleaning fees.
6. Security deposit will be refunded at the end of the month your event takes place. An itemized invoice with costs will be submitted back to the client based on assessment of funds.
7. A 50% total rental fee deposit and signed/completed rental agreement contract are required in order to reserve a date. Total rental fee includes base rental rate, refundable security deposit, and cleaning fee.

