



MEETING ROOM & EVENT SPACE RENTALS

	THE RIDDERMARK	THE WARDROBE	THE COMMON ROOM	ALL EVENT SPACE (3 ROOMS)
CAPACITY	8-16	20-30	UP TO 150	UP TO 220
CORPORATE COST/HR	\$60	\$75	\$150	\$200
PERSONAL & PRIVATE USE COST/HR	\$45	\$60	\$120	\$150
NON-PROFIT- (501C3) COST/HR*	\$35	\$42	\$80	\$105
STUDY ACCESS**	\$25/PER PERSON	--	--	--
MINIMUM RENTAL	1 HOUR	1 HOUR	2 HOURS	4 HOURS
BOOKING DEPOSIT	\$35	\$45	50% OF TOTAL RENTAL COST.	
CANCELLATION POLICY	14 DAYS	14 DAYS	30 DAYS	30 DAYS

RENTALS INCLUDE 30 MINUTES PRIOR AND AFTER FOR SET-UP AND CLEAN-UP. ADDITIONAL TIME MUST BE INCLUDED IN RENTAL AGREEMENT.

* INCORPORATED, NON-PROFIT COMMUNITY GROUPS, ASSOCIATIONS, SERVICE CLUBS, AND PUBLIC AGENCIES PROVIDING SERVICE TO TRI-VALLEY RESIDENTS

** STUDY ACCESS ALLOWS FOR "ALL DAY" NON-EXCLUSIVE, ACCESS PASS TO THE RIDDERMARK FOR QUIET STUDY/WORK. UP TO EIGHT (8) PEOPLE MAY USE THE ROOM SIMULTANEOUSLY. NO RESERVATIONS. SUBJECT TO AVAILABILITY DEPENDENT ON CONFIRMED RENTAL SCHEDULE. NO GUARANTEE OF MINIMUM HOURS AVAILABILITY.

AVAILABLE AMENITIES

NON-PROFIT AND TRI-VALLEY RESIDENTS RECEIVE A 20% DISCOUNT ON AMENITIES, EXCLUDING BEVERAGE PACKAGES PLEASE NOTE: Outside Food is allowed (All food and trash must be removed by Renter). Alcohol is not allowed

All Event Space	The Riddermark & The Wardrobe	The Common Room
<ul style="list-style-type: none"> ◆ Use of Inklings' furniture, including tables & chairs at no additional cost. (Additional furniture may be allowed) ◆ Beverages - Coffee & Tea Service (For approx 25 guests. Includes all condiments, ice water, set - up, etc.) \$50 + tax ◆ Dedicated Event Attendant Facilitates specialty beverage orders and any other event needs \$40/hour 	<ul style="list-style-type: none"> ◆ TV (Complete with lap top hook-up) \$40 	<ul style="list-style-type: none"> ◆ Audio Package (Microphones & Built In Speakers) \$50 ◆ Audio & Visual Package (projector, screen, mix, AUX hook-up, AV Technician set - up prior to event) \$250 ◆ Executive Audio & Visual Package (Full use of AV system & assistance from AV Technician for 4 hours) \$500