



MEETING ROOM & EVENT SPACE RENTAL

	THE RIDDERMARK	THE WARDROBE	THE COMMON ROOM	ALL EVENT SPACES (3 ROOMS)
CAPACITY	4-8	15-30	UP TO 100	UP TO 130
RENTAL FEE (COST/HR)*	\$65	\$80	\$150	\$250
MINIMUM RENTAL	1 HOUR	2 HOURS	2 HOURS	4 HOURS
BOOKING DEPOSIT (DUE 30 DAYS PRIOR)	\$65	50% of total cost of rental		
CANCELLATION POLICY	14 DAYS	14 DAYS	30 DAYS	30 DAYS

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

**15% SERVICE FEE CHARGE ADDED TO ALL RENTALS*

Please ask about our Non-Profit discount for incorporated, non-profit community groups, service clubs, organizations, and public agencies serving the tri-valley (valid 501(c)3 required).

AVAILABLE AMENTIES

All Event Spaces	The Common Room	Riddermark & The Wardrobe
<p>Use of Inklings' furniture, including tables & chairs at no additional cost</p> <p><u>Coffee & Tea Service</u> One order serves approx. 25 guests. (Includes all condiments, iced water, set-up, etc.) \$50 + tax</p> <p><u>Dedicated Event Attendant</u> Facilitates specialty beverage orders and any other event needs \$40/hr</p>	<p><u>Speaker/Microphone Package</u> Microphones & Built-In Speakers \$50</p> <p><u>Audio & Visual Package</u> Projector, Screen, AUX hookup, AV Technician set-up \$250</p> <p><u>Executive Audio & Visual Package</u> Full use of AV system & operation by Inklings' AV Technician for up to 4 hours \$500</p>	<p><u>Audio & Visual Package</u> Television with laptop hookup \$40</p>

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