



## **Rex Room / Dining Room Rental**

v. 1/2015

- Rex Room available after 8:00 a.m. / Dining Room available after 4:00 p.m.
- Approximate capacity (8a-4p) 50 seated / 75 cocktail style (4p-midnight) 100 seated / 200 cocktail style
- All rentals are for a 4 hour time frame- additional time is \$100/hr (all guests must vacate the facility by 11:59 p.m.) *Non-profit groups are for a 2 hour time frame – additional time is \$50/hr.*

### **Monday-Saturday 8:00 a.m. – 4:00 p.m.**

Rental: \$200 (*non-profit groups \$75*)

Catering Requirement: \$200 minimum purchase (*non-profit groups \$100*)

### **Monday-Thursday 4:00 p.m. – 11:59 p.m.**

Rental: \$200 (*non-profit groups \$100*)

Catering Requirement: \$300 minimum purchase + 15% gratuity (*non-profit groups \$150*)

### **Friday/Saturday 4:00 p.m. – 11:59 p.m.**

Rental: \$300 (rehearsal dinner parties only \$150) (*non-profit groups \$150*)

Catering Requirement: \$500 minimum purchase + 18% gratuity (*non-profit groups \$250 + 15%*)

### **Sunday 8:00 a.m. – 9:00 p.m.**

Rental: \$300 (*non-profit groups \$150*)

Catering Requirement: \$300 minimum purchase + 18% gratuity (*non-profit groups \$250 + 15%*)

### **Events held on a holiday are subject to the Friday/Saturday 4:00 p.m. - 11:59 p.m. fees/requirements**

- All catering must be purchased from Clabber Girl
- A non-refundable \$200 deposit is required to secure your date – will be applied to final invoice
- Microphone rental - \$25
- White linen tablecloth rental - \$3/ea. Additional colors available (prices vary)
- Bar service available - \$30/hr. per bartender – *must be booked a minimum of 2 weeks in advance*
- A Certificate of Insurance may be required for events held after 4:00 p.m.
- No tape, nails, tacks, confetti, glitter, feathers or other small items may be used to decorate (all decorations subject to approval from Clabber Girl) - All candles must be in a container
- Parking is available on a first come / first serve basis in our lot at 9<sup>th</sup> and Cherry – parking is available at the 8<sup>th</sup> and Cherry parking garage for a nominal fee
- Clabber Girl is a non-smoking campus