



2017-18 Rental Fees

	Size/color	#needed	Cost per item	Total :
Linens				
Table coverings	52x120 for 8' table		6.00 white/7.00 color	
	72" sq for 60" round		6.00 white/7.00 color	
	90" rnd for 60" round		12.00 white	
	120" rnd for 60" round		14.00 white	
	Buffet - per table		12.00 white	
Chair covers with sash	Cover white + colored sash		4.00 ea	
Napkin (cloth)			.30 white /.40 color	
Table skirting	white		\$12 per table	
Decorations				
Ceiling Decor	lights & tulle with crystal look chandelier		200.00	
Bar Height Tables (up to 4)	No cloth		10.00	
	w/ black round cloth		15.00	
Birdcage card holder			10.00	
Trellis backdrop & trees			No charge	
Dishes – cleaned when finished, unless incl. in a package				
Place setting: dinner plate; water goblet; mug; knife, fork, spoon – scraped, rinsed & stacked			2.00	
Wine/Pilsner/highball glass	8 oz/12 oz rinsed & racked		.45	
Coffee pot	55 cup/100 cup rinsed		10.00	
Chafing dishes	(includes sterno) cleaned		18.00 each	
Equipment:				
Video projector			25.00	
6' projection screen			15.00	
Wireless microphone			20.00	
Additional:				
Fountain Drinks: 4 pops (pepsi, diet pepsi, ginger ale, sierra mist) 1 mixer (tonic,), ice, plastic cups, napkins, pitchers			1.25 per person	
Ice only			\$.30 per person	
Oven/Stove/kitchen	cooking, baking, catering, food prep keeping cooked food warm		\$1.10 per person (\$30 per hr.)	
CATERERS WILL CLEAN UP AFTER THEMSELVES				

Services Available:	
Hall setup	Hall clean up
Tables & chairs placed; table set with linens, dishes, skirting (rented from Columbus HBC) (client's decorations are client responsibility).	Dishes & linen cleared; tables cleared & cleaned; chairs placed back on tables; trash taken out; (does not include clean up after caterer or bartender)
1.25 per person (min. \$125)	1.50 per person (min. \$150)