

THE RICHARDSON HOTEL

<u>Meetings</u> <u>Function Room/Area</u>	Peak Season		Off Peak Season	
	May - October and December		January - April and November	
	<u>Mon-Fri</u>	<u>Sat - Sun</u>	<u>Mon-Fri</u>	<u>Sat - Sun</u>
Stoughton (Third Floor East)	\$ 750.00	\$ 600.00	\$ 500.00	\$ 400.00
Glessner (Third Floor West)	\$ 750.00	\$ 600.00	\$ 500.00	\$ 400.00
Cheney (Second Floor Boardroom)	\$ 750.00	\$ 600.00	\$ 500.00	\$ 400.00
Hayden (Second Floor West)	\$ 750.00	\$ 600.00	\$ 500.00	\$ 400.00
Trinity Ballroom	\$ 1,250.00	\$ 1,500.00	\$ 1,000.00	\$ 1,250.00

<u>*** Events ***</u> <u>Function Room/Area</u>	Peak Season		Off Peak Season	
	May - October and December		January - April and November	
	<u>Mon-Fri</u>	<u>Sat - Sun</u>	<u>Mon-Fri</u>	<u>Sat - Sun</u>
Stoughton (Third Floor East)	\$ 750.00	\$ 850.00	\$ 500.00	\$ 500.00
Glessner (Third Floor West)	\$ 750.00	\$ 850.00	\$ 500.00	\$ 500.00
Cheney (Second Floor Boardroom)	\$ 750.00	\$ 850.00	\$ 500.00	\$ 500.00
Hayden (Second Floor West)	\$ 750.00	\$ 850.00	\$ 500.00	\$ 500.00
Trinity Ballroom	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,500.00

Outdoor Space

Olena Lawn	\$ 3,000.00	single	\$ 5,000.00	combined
Morningside	\$ 3,000.00	single	\$ 5,000.00	combined
Prospect Park	\$ 3,000.00	single	\$ 5,000.00	combined
Rockwood Park	\$ 3,000.00	single	\$ 5,000.00	combined

** 24 hour holds will be at 25% of the standard rental fees**

o All meeting rooms (excluding Ballroom) daytime hours:

- Monday - Thursday - 7a-5p
- Friday - 7a-3p
- Saturday - 8a-2p
- Sunday - 8a-2p

o All meeting rooms (excluding Ballroom) evening hours:

- Monday - Thursday - 6p-10p
- Friday - Saturday - 6p-11p

o Ballroom daytime hours:

- Monday - Wednesday - 7a-4p
- Thursday/Friday - 7a-3p
- Saturday - 8a-2p
- Sunday - 8a-2p

o Ballroom evening hours:

- Monday - Wednesday - 6p-10p
- Thursday/Friday - 5p-12a
- Saturday - 4p-12a
- Sunday - 4p-10p

2023/24 Food and Beverage Wedding Minimums**

SPRING	Friday	Saturday	Sunday
March 31 st – May 21 st	\$17,500++	\$21,000++	\$17,500++

SUMMER/FALL	Friday	Saturday	Sunday
May 22 nd – Nov. 26 th	\$21,000++	\$24,500++	\$21,000++

WINTER	Friday	Saturday	Sunday
Nov. 27 th – Jan. 1 st	\$17,500++	\$21,000++	\$17,500++

**{++} means "plus, plus" – Plus Administration Fee (23%), Plus Applicable Taxes*

***Current Food & Beverage minimums are valid through April of 2024 but may not be guaranteed*

Ballroom Room Rental for Weddings

May – October, December

Friday	\$1,500
Saturday & Sunday	\$2,000

November, January – April

Friday	\$1,000
Saturday & Sunday	\$1,500