

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 |