**Wingate/Hawthorn Suites Event Space Information**

Rental fee includes set-up of tables, chairs, and white linen tablecloths

**Each section: Up to 40 banquet style, Up to 30 classroom style, Up to 50 theatre style**

**All 3 sections: Up to 164 with dance floor**

*KEEP IN MIND THAT PRICING IS NEGOTIABLE*

*Please discuss your specific desires and target budget needs with our sales staff.*

*Discounted hotel room rates are also available for your attendee’s lodging needs.*

MONDAY-THURSDAY

Day (9am - 4pm) - $200 per section

Night (4pm - midnight) - $250 per section

Full Day (9am - midnight) - $350 per section

FRIDAY or SUNDAY

Day (9am - 4pm) - $250 per section

Night (4pm - midnight) - $300 per section

Full Day (9am - midnight) - $400 per section

SATURDAY

Day (9am - 4pm) - $300 per section

Night (4pm - midnight) – $1200 minimum revenue requirement

Full Day (9am - midnight) - $1500 minimum revenue requirement

EXTRA HOURS

Pre 9am - $100/hour; Post midnight - $150/hour

NEW YEAR’S EVE AND VALENTINE’S DAY – See Saturday rates

SHORT NOTICE SATURDAY EVENTS

Rental rates are 80% the normal amount for events booking less than one month in advance.

PAYMENTS

An initial payment of 25% or $100 (whichever is greater) is required to place a definite hold.

50% remaining balance is due 60 days prior to event.

Final payment is due at least one week prior to event.

$200 refundable damage deposit is due 30 days prior to event.

SECURITY

At events where alcoholic beverages are served, venue will provide a security guard for the duration of the event at $65 per hour (four hour minimum)

OPEN CATERING

You may provide your own food & beverages or hire the caterer of your choice.

LCD PROJECTOR / PROJECTION SCREEN / SPEAKER - $200

DANCE FLOOR - $300