

**RENTAL FEE STRUCTURE**

The Assembly Room is an industrial venue comprised of 2 buildings, 316 and 318 Guilford Ave, and each building offers 2 floors of event space providing the ability to rent 4 different event spaces.

**Rates are based on the number of spaces rented for an event.** A standard rental agreement is **nine (9) hours of total rental time**. This includes **three (3) hours for set up, five (5) hours for event time and one (1) hour for cleaning and breakdown**. Please ask venue manager for information about shorter or longer event times.

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| --- | --- | --- |
|  | **316 (left building)** | **318 (right building)** |
| **1st Floor Space** | Assembly Room 1 & Cocktail Area | Assembly Room 2 & Cocktail Area |
| **2nd Floor Space** | 2nd Floor Cocktail Room | 2nd Floor Assembly Room |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Monday-Wednesday** | **Thursdays** | **Sundays** | **Fridays, Saturdays & Holidays** |
| **1 Space** | $4,000 | $5,000 | $6,500 | $7,500 |
| **2 Spaces** | $4,500 | $5,500 | $7,000 | $8,000 |
| **3 Spaces** | $5,000 | $6,000 | $7,500 | $8,500 |
| **4 Spaces** | $6,000 | $7,000 | $8,500 | $9,500 |

**Venue inclusions:**

* On-site venue manager during your event
* Tables & chairs
  + 170 wooden folding fruitwood chairs
  + 25 sixty-inch round tables
  + 5 twenty-four-inch high-top cocktail tables
* 2nd floor bride and groom suites available for weddings.

**Fees/ Additions:**

Security: $25/ hour per guard (packages available for multiple guards)

Black couches: $250 per 6 seat section- Coffee table included with section

White couches: $350 per 6 seat section- Coffee table included with section

Light Show: $500 per event

Up Lights: $35 per light

* Different lighting packages available

Additional/ Early load in: $250 per hour

Additional/ Late load out: $250 per hour

Late payment: $50 per day

**Discounts:**

* Active military discount of ten percent (10%) with verification.
* Non-profit discount of ten percent (10%) for 501(c)3s with verification.