



Event Space & Equipment Rental

Event Space	Event Space Capacities			Pricing	
	Banquet <small>Seats per person</small>	Reception <small>Seating for 80%</small>	Theatre/Class	May – Sept.	Oct. – April
Quarter Deck 2900 sq. ft.	180	200	215	\$1,100	\$550
Harbor Room 925 sq. ft.	40	50	50	\$325	\$175
Glass Room (Chart Room) 1000 sq. ft. (5 hour rental)	40	60	60	\$5,000	\$1,000
Room Set Up & Break Down				\$100	\$100

Equipment Rental

Projectors

Projector	\$20.00
Portable Screen	\$20.00
Laser Pointer	\$5.00

Audio

Teleconference Phone	\$25.00
Wireless Microphone	\$15.00

Presentation Aids

Flip Chart Pad	\$20.00
White Board	\$15.00
Markers	\$5.00
Dry Erase Markers	\$10.00
Pens/Pencils	\$10.00
Portable Podium (w/mic & amp)	\$20.00
Regular Podium	\$10.00
Cork Board	\$10.00
Easel	\$10.00
Coat Rack	Included with room rental

Linens

Tablecloths:	
White Linen	Included with room rental
Cream Rounds (40)	Included with room rental
Cream Rectangle (35)	Included with room rental
Custom Color Cloths	\$5.00 each
Black Napkins	Included with room rental
Custom Color Napkins	\$1.00 each
Chair Covers:	\$3.00 each
Matte (60), Satin (90), Fitted (150)	

Tables

Round 5' diameter (30)	Included with room rental
Rectangles 2' x 8' (34)	Included with room rental
Rectangles 3' X 8' (7)	Included with room rental

All accounts must be settled prior to or on the day of the event. Any changes to quantities of food ordered must be requested at least 3 days prior to event. 20% service charge applied to all food & beverage charges. 7.85% tax applied to all charges unless tax exempt. Tax capped at \$39.25.

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