



University and Whist Club Event Planner

Room Rental Information & Seating Capacities

Rental Fees (4 Hours)	Cocktail Reception	Banquet Rounds	Conference	U-shape	Crescent Rounds	Hollow Square	Classroom 8' Tables of 3
Ballroom \$500/\$1,500* *wedding	150	130*/170 *with dancing	n/a	n/a	50	n/a	48
Washington (part of Ballroom) \$350	60	50	32	25	25	30	24
Rodney (part of Ballroom) \$150	25	30/32	20	18	15	24	12
Governors (private) \$100	n/a	n/a	16*/20 *with dinner	n/a	n/a	n/a	n/a
Tilton (private 2 nd floor) \$100	n/a	10	n/a	n/a	n/a	n/a	n/a
Presidents (private 2 nd floor) \$100	n/a	n/a	10	n/a	n/a	n/a	n/a
Hunt (Dining Room) \$100	15	10	n/a	n/a	n/a	n/a	n/a
Delaware (Dining Room) \$100	20	30	18	n/a	n/a	n/a	n/a
Dickinson (lower level) \$200	70	60	32	24	30	30	27
Carriage House \$700 (AV not available)	93	Long Tables/ Varies	varies	varies	n/a	n/a	30 (5/table)
All Seasons Room \$400 (AV not available)	Varies	n/a**	n/a	n/a	n/a	n/a	n/a

Buffet in Ballroom – Capacity is 110, without a dance floor and 60 with a dance floor.

**All Seasons Room seating varies with a combination of square and long tables.



University and Whist Club Event Planner

The following rooms can be combined to accommodate a larger number of guests:

Washington & Rodney

Delaware & Hunt

Vendor/Auction Tables

8' tables with linen and skirting are \$30 per table.

Dance Floor

The University and Whist Club has a permanent 30' X 40' dance floor in the Ballroom.

Decorations

Decorations must be approved by management prior to the event. Items may not be affixed to floors, walls, ceilings, fixtures, or furnishings. Confetti, glitter, fireworks, cold spark machines & sparklers are not permitted.

Audio Visual – Washington/Rodney & Ballroom

LCD Projector \$150 (Washington/Ballroom)

Wall Mounted Smart 70" TV's \$75 (Rodney Room/Ballroom)

Traditional Flipchart & Markers \$25 each

Wireless Handheld Microphones \$25

Skype Microphones \$25

Easels \$15

AV Tech – as needed, price upon request.

Overhead music & podium are offered with our compliments as well as High Speed Internet access.

Cake Slicing Fee

You may bring in a cake for a special occasion, a slicing, plating, and serving fee of \$1.50 per person will be applied.

Off Site Catering

\$30 per hour per server

Interactive Room Layout Software

We offer an interactive 2D and 3D layout software program at no charge. We can work remotely with you in real time to determine the optimal layout of your event.