



HOUSE & GARDENS

SCHEDULE OF RENTAL FEES 2016

The Van Vleck House is available to **non-profit organizations** for fundraisers, receptions, seminars, retreats, and meetings. *It is not available for weddings or private parties.* The rental fee varies depending on the number of guests, the time of day, and the day of the week.

Number of Guests	Monday thru Thursday		Friday, Saturday, or Sunday Day or Evening Hours
	Daytime 9:00AM - 5:00PM	Evenings 6:00PM - 10:00PM	
Under 20	\$250		
Under 50	\$350.	\$350.	\$500.
51-100	\$500.	\$500.	\$750.
101-200	\$750.	\$750.	\$1000.

- In fair weather, the terrace is available for use at a rate of \$250 per day.
- The Education Center and newly renovated Visitor's Center are also available for rent - please call for those rates

In addition to the rental fees noted above, all rentals outside of normal business working hours (M-F 9to5) require the presence of a caretaker. The caretaker's fee is \$25/hour and is calculated from the time the house is opened for setup until the house is closed at the end of the event. The fee is paid at the end of the rental directly to the caretaker.

Just need a small room for a meeting? A single room for a small group can be rented by the hour at a rate of \$75 for the first hour and \$50 for each additional hour during normal business hours. This rate is not available for catered events; however, beverages and light refreshments may be brought in and served within the room.

Additional services and equipment available for a fee:

- Rectangular folding tables: \$5 for 5' tables and \$6 for 6' tables
- Portable PA system (Fender Passport model #P-250): \$50
- LCD Projector and screen: \$100
- Up to 100 chairs with padded seats and backs: \$2 per chair
- Podium or coat racks (total of 4 racks and 115 hangers): no charge
- Piano Rental: \$100
- Set Up and Take Down of rental equipment by Van Vleck Staff: \$50

TO INQUIRE ABOUT A SPECIFIC DATE, CALL OUR OFFICE ADMINISTRATOR AT (973) 744-4752, EXT. 2.