



Dresden Castle on Underwood

Room Rental:

Current rental charges include all of the following for the entire building.

- Tables and chairs (for seating up to 350 guest)
- House sound system (including a DJ connection)
- WiFi
- Two caterers' kitchens
- Table and chair set up
- Two private dressing rooms
- Event consultation and planning meeting
- On-Site Building Manager during the event
- Use of the large garden area in-season (extra fee if tables and chairs are required outside)

Usage Fees:

Weekdays (Sunday thru Thursday): \$800.00 (4 hour) \$1,500.00 (full day)

Fridays: \$2,500.00 (full day)

Saturdays & Holidays: \$3,000.00 (full day)

Special Packages:

Meeting Package – Weekday Rate: \$250.00

We offer a meeting package which includes seating for up to 80 people. One level of the building only.

Extended Weekend Package - Weekend Rate: \$3,965.00

We offer a complete wedding package that will include Friday 3:00 PM – 12:00 AM, Saturday 8:00 AM – 12:00 AM, and Sunday 8:00 AM -10:00 AM*

* Sunday is for decoration and equipment pick up only.

**Days and times can be shifted to any 3 Consecutive days

Rental Times:

Events can be held onsite between the hours of 8:00 AM and 12:00 AM

Outdoor events can be held during the hours of 8:00 AM and 9:00 PM

Reserving a Date - Dresden Castle on Underwood requires a \$500.00 Security/damage deposit, together with a signed contract, to be considered a reservation of a firm booking.

- *6 Months prior to event:* 50% of room rental fees due.
- *15 Days prior to event:* Remaining 50% of room rental fees, and beverage package amounts.
- *Cancellation Fee:* 6 months or more prior to event, \$500 deposit retained. 6 months prior to event, 50% of room rental fees retained. 15 days prior to event, 100% of room rental fees retained.

- *Security Deposit:* a refundable \$500.00 security/damage deposit. (Cash, Check, Cashers Check)

Decorations – You may decorate however you wish, with only a few exceptions. Please do not affix items to any surface. Confetti of any kind (this includes rice, birdseed, and glitter) are not permitted. Candles may be used but no open flames due to fire code.

Planning to have food – We do not require you to use an exclusive catering company. Food preparation requiring the use of the kitchens should be a licensed food preparer per the health department requirements.

Beverage packages – We offer several beverage packages to meet any events requirements. Contact an event specialist for details.

Event Coordination – though we offer an onsite event specialist during the event to make sure you do not run in to any problems with the use of the facility we also can offer a complete coordination package using our list of preferred vendors. For a nominal charge we can help coordinate the details for your special event.

Possible additional Charges – may include (but are not limited to): complex set-up, oversized groups and changeovers (changeover fee is typically \$400.00 from ceremony to reception, depending upon size of group and complexity. One standard changeover is included in the full day or wedding package.); outside rentals (extra seating, audio / visual equipment, linens, tents, etc.); power box circuit panel; professional coordination or consulting; additional set-up / tear down time. Events open to the public and large groups (concerts, dance parties, etc) require host to provide security and insurance, Contact one of our event specialists for details and prices, if applicable. Payment made by a credit card is subject to a 3% fee.