



Mukogawa Fort Wright Institute

RENTAL CHARGES

<u>ROOM</u>	<u>RENTAL PRICE</u>	<u># OF PEOPLE</u>	<u>DAMAGE DEPOSIT</u>
*Tsutakawa Memorial Hall	\$2,000.00	80-450 people	\$500.00
*Neal Fosseen	\$800.00	30-80 people	\$300.00
*Regents	\$450.00	15-30 people	\$150.00
**Base Chapel	\$500.00	250 people	\$250.00
**Arbor	\$450.00	300 people	\$225.00
**St. Michael's Mission	\$240.00	30 people	\$120.00

*These rental rates are for an eight hour period. Additional time may be available for \$50 per hour.

**These rental rates are for a two hour period plus an additional one hour for rehearsal.

Buffet: All rooms have a minimum per room rate. We cannot host an event in a particular room until the minimum rate has been met. If the minimum is met through a food purchase there will be no room rent. Only if the minimum is not met in food will the difference be due as a room charge.

Served Meals: The Fosseen and Regents rooms are available for served meals. Room rent will be half (1/2) price for a served meal that is equal to or greater than the minimum room rent or the customer must pay the minimum room rent.

A deposit is required to hold your space. All fees for the event are due thirty (30) days prior to the event unless other arrangements have been made.

<u>ITEM</u>	<u>PRICE</u>
Sound system (microphone)	\$50.00
TV	\$50.00
VCR	\$50.00
Overhead Projector	\$50.00
Screen	\$50.00
LCD Video Projector w/out Computer	\$50.00
Black Board	\$50.00
Flip Charts	\$50.00
Corkage Fee (per person)	\$1.75
Pop Service	per can \$1.00
Security	\$350.00
Chair Covers – White Satin	\$2.00 ea

A guest count guarantee is required ten business days before your event.

Prices are subject to change without notice. An 18% gratuity and applicable sales taxes will be added.



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CHAPEL

For reservations call Oley at 327-3441

1. RATES:

- A. \$500.00 + gratuity + tax for two hours of use with one hour rehearsal time included in fee.
- B. \$ 50.00 for each additional hour.

All deliveries, decorating, photo sessions etc., must be done within the time frame you have purchased ON the day of the wedding, NOT on rehearsal day. Any decorations left overnight will be disposed of at your expense, and loss.

2. DEPOSIT:

\$250.00 is due at the time reservations are made. The deposit is a damage, and reservation fee. It is fully refunded AFTER the event, providing there is no damage or loss. In case of cancellation, \$225.00 is refunded, providing notification is received ninety days prior to the event. If less than ninety all of the deposit is kept.

A reduction in the amount refunded could result from, but is not limited to, the following:

- A. **DO NOT MOVE PIANO, OR KEYBOARD!**
- B. All personal items, and decorations must be removed, **INSIDE, & OUTSIDE**
- C. **No thumbtacks or nails** are to be used to attach flowers or other decorations. Please use masking tape, as Scotch tape removes the finish from the wood.
- D. Area around Chapel must be cleaned of any debris left by your group.
- E. Please use birdseed instead of rice. (Our birds & squirrels will thank you.)
- F. Fireworks are strictly forbidden. Do not move or apply items to plants.
- G. No smoking, alcohol, or food is allowed on church premises.
- H. Mechanical dripless candles only. It takes several hours of work to remove melted wax from the candelabras, candle holders, and floors. Be sure to extinguish all candles before leaving.
- I. MFWI will **NOT** be responsible for lost items. **Do not leave anything in chapel overnight.**
- J. **Photos-** permission is required for photo sessions anywhere on campus, **Except** the Chapel area.
- K. Leave the Chapel as you found it. (Vacuum is under stairwell.)
- L. The Chapel is nondenominational. **Crosses, alters, and furniture cannot be moved.**
- M. No other sound equipment may be hooked into microphone system.

3. CHAPEL INFORMATION:

- A. Seats 250; 14 pews on each side of aisle.
- B. Center aisle is 50 Ft long 49 inches wide. Altar is 24" wide, 54" long, 30" high.
- C. Width of Chapel window ledges are 4 1/2" 5 windows each side.

4. THE CHAPEL IS FURNISHED WITH:

- A. The piano is a Chickering. - **DO NOT MOVE!**
- B. KAWAI PN 100 KEYBOARD. - **DO NOT MOVE!**
- C. (2) 54 1/2" high 27 1/2 inches wide brass candelabras 7 candles each & extinguisher.
- D. 2 single brass candle holders on altar. 16 DRIPLESS Mechanical Candles.
- E. Sound System



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WEDDING RECEPTION FOOD SERVICE

RECEPTION INCLUDES:

- Gift table with cloth, & lace overlay draping.*
- Guest book table with cloth, & lace overlay draping.*
- Cake table with cloth, & lace overlay draping.*
- Punch, coffee, & tea service comes with room.*
- Candelabras with, mechanical white candles.*
- Decorations-customer provides.*
- Napkin, and crystal candle, provided for table centers.*
- Bud vases for your use.*
- Nuts, mints-customer provides.*
- Liquor, and permit-customer provides.*
- Corkage charge for mixers, and plastic cups (customer may provide).*
- We provide all food service, except wedding cake; no other caterers.*
- We have staging for a band (stationary).*
- Wedding cake-customer provides.*
- Table, chairs, table cloths, draping.*
- Draped head table.*
- People to cut cake.*
- We wash cake parts, and box up cake.*
- Post-reception cleanup.*

VARIOUS ROOM CHARGES PLUS, SET-UP FEES MAY APPLY.