

# Oaks Room Event Information

Thank you for considering Twin Lakes Golf Course to host your event. The Oaks Room provides multiple amenities to aid in making the occasion perfect. Twin Lakes' staff works hard to provide you and your guests with an unforgettable, relaxing experience. The staff will work endlessly for you and your guests throughout the planning process and the day of. With your help, we can arrange the perfect affair based on your special requests. The information provided below will help begin the planning process.

*Please feel free to contact me with any questions or concerns you may have. We look forward to hosting a memorable experience for you and your guests.*

**Kara Martinez**

Event Director

kara.martinez@fairfaxcounty.gov

703-631-9099 ext.220

## Room Rental Information

### ❖ Oaks Room Rental - \$2,000 (5 hours)

- 5 hour minimum
  - 5' round tables (18)
  - 6' long banquet tables (10)
  - 3' square tables (4)
  - High Top tables (6)
  - Padded silver chairs (180)
  - White linens
  - White table skirts (12)
- ❖ All events require an initial charge of \$200 as a reservation and setup fee. Please note this fee is not a deposit and will go towards your final bill.
- ❖ The room rental price is based on a 5-hour minimum; extra hours may be added for an additional cost.
- ❖ The prices allow for 2 hours of decorating before the event and an hour of cleanup after the event end time. Additional time needed or used will result in additional fees.
- ❖ Rentals may take place **up to midnight only** on any day depending on availability. *No rental time will exceed midnight.*

## Additional Amenities Available

Below is a list of optional items to be utilized specific to each event. All special arrangements must be finalized 48 hours prior to event start time. If an event requires more equipment that Twin Lakes does not supply – it must be rented from an outside source and paid for by the renter. The event director must be informed of all equipment that needs to be rented no less than 2 weeks prior to an event.

<b>Items</b>	<b>Prices</b>
Dance Floor*	\$300
Portable Bar	\$125
Audio	\$125
Visual	\$125
Lakes Room usage**	\$125/hour
Catering room/kitchen fee	\$200
Additional time	\$400/ per hour
Liquor usage supervision fee	\$150
Cleanup***	\$50/per stain***
Chafing Dishes	\$25/ per dish

*\*If a dance floor is required for rental, renter must use Twin Lakes'. The price listed includes setup and breakdown of floor. Please see Policies and Guidelines (#6) for more information about the dance floor usage.*

*\*\*Please see Policies and Guidelines (#7) for more information about Lakes Room usage.*

*\*\*\*This fee will only be added if cleanup exceeds a reasonable amount of time and/or walls, carpet or bathroom damage occurs additional fees will be added to final invoice*