

Venue Rentals and Equipment Charges

All rooms are available for two (2) hours prior to the event start time plus four (4) hours for the event except that some rooms may not be available until after 1:30 pm Monday-Saturday and after 2:00 pm on Sunday in season. The Penn Wells reserves the right to change the fees listed below based on business levels.

Green Room

- ♥ Seats 10-12 guests.
- ♥ \$50 for first four (4) hours.
- ♥ This charge will be deducted from food and beverage orders totaling \$100 or more.
- ♥ \$10 per hour for each additional hour.

Red Room

- ♥ Seats up to 60 guests.
- ♥ \$100 for first four (4) hours.
- ♥ This charge will be deducted from food and beverage orders totaling \$200 or more.
- ♥ \$25 per hour for each additional hour.
- ♥ Events that include music or other entertainment in the Red Room that would require closure of a regularly scheduled Front Dining Room service due to noise will require rental of the Front Dining Room or the additional applicable food and beverage minimum (\$2000 off season; \$3000 in season).
- ♥ May be reserved together with Middle and Front Dining Rooms.

Middle Room

- ♥ Seats up to 30 guests.
- ♥ \$100 for the first four (4) hours.
- ♥ This charge will be deducted from food and beverage orders totaling \$200 or more.
- ♥ \$25 per hour for each additional hour.
- ♥ Events that include music or other entertainment in the Middle Room that would require closure of a regularly scheduled Front Dining Room service due to noise will require rental of the Front Dining Room or the additional applicable food and beverage minimum (\$2000 off season; \$3000 in season).
- ♥ May be reserved together with Red and/or Front Dining Rooms.

Front Dining Room

- ♥ Seats up to 100 guests.
- ♥ November – April: \$1000 for the first four (4) hours.
- ♥ This charge will be deducted from food and beverage orders totaling \$2000 or more.
- ♥ May-October: \$1500 for the first four (4) hours.
- ♥ This charge will be deducted from food and beverage orders totaling \$3000 or more.
- ♥ \$100 per hour for each additional hour.
- ♥ May be reserved together with Red and Middle Dining Rooms.

Hotel Lobby

- ♥ Seats up to 60 guests.
- ♥ No room charge for guests having food and beverage events at the Penn Wells, however, there is a \$2 fee per chair if event chairs are required.
- ♥ Additional labor fees may apply to remove lobby furniture.

Arcadia Front Theatre

- ♥ Seats up to 120 guests theatre style; 70 guests at tables
- ♥ \$350 for four (4) hours. This is not deducted from food and beverage totals.
- ♥ \$100 for each additional hour.
- ♥ Tables with linens are charged at \$10 per table.
- ♥ Removal of theatre chairs \$150.
- ♥ Additional charges may apply during peak movie times.

Arcadia Main Theatre

- ♥ Seats up to 205
- ♥ \$350 for four (4) hours. This is not deducted from food and beverage totals.
- ♥ \$100 per hour for each additional hour.
- ♥ Tables with linens are charged at \$10 per table.
- ♥ Chairs are stationary and cannot be removed.
- ♥ Additional charges may apply during peak movie times.

Other Charges

- ♥ Cash Bar Set up fee (waived for sales of more than \$300, except in Arcadia locations) \$50
- ♥ Dance Floor \$100
- ♥ Platform/dais \$25
- ♥ Power point screen and projector \$25
- ♥ Table linens (for non-food tables) \$5 each
- ♥ (excludes linens and skirting for gift, cake and memory tables for weddings)
- ♥ PA system and microphone no charge
- ♥ WI-FI no charge
- ♥ Podium no charge
- ♥ Flip chart and markers no charge
- ♥ Clean up fee for use of confetti/streamers/rose petals \$100
- ♥ Cake cutting \$2 per person
- ♥ Corkage Fee \$10 per bottle
- ♥ Lobby set up fee \$2 per chair
- ♥ Wall or woodwork damage fee \$100 each
- ♥ Hourly fee for events outside regular Hotel kitchen or lobby hours \$50 per hour