

THE HEIGHTS

Rentals

Planning a wedding reception, birthday party, corporate meeting or anniversary celebration? Be sure to pick up a rental request application to be completed and submitted at least **ONE MONTH** in advance of facility rental date. Applications are available at the front desk or a printable version is on the left side bar and are accepted on a first-come, first-served basis. You can make your reservation up to one year in advance. Rentals must be a minimum of 2 hours. Anyone, 21 years or older, may request a facility rental.

Room Rental Fees –	Resident	Nonresident	Corporate
Meeting Room Rental			
1 MP Room (\$75 deposit)	\$30/hr	\$50/hr	\$40/hr
2 MP Rooms (\$100 deposit)	\$50/hr	\$80/hr	\$65/hr
3 MP Rooms (\$150 deposit)	\$70/hr	\$110/hr	\$90/hr
4 MP Rooms (\$200 deposit)	\$90/hr	\$140/hr	\$115/hr
Golden Lounge (seats 8)	\$20/hr	\$30/hr	\$25/hr
Kitchen*	\$15/hr	\$25/hr	\$20/hr
After hours fees**	\$30/hr	\$40/hr	\$35/hr

All fees must be paid 30 DAYS prior to rental date as indicated on your contract.

* Kitchen must be rented the entire length of the rental.

* Residents are those who live in Richmond Heights, Maplewood, and Brentwood and current members of THE HEIGHTS.

* 2 hour minimum rental required



Deposits

A deposit of \$75-\$200 (depending on rental) is due at the time of the contract signing to hold the date. This is a damage deposit and does not go towards the total cost of the rental. It is returned to the person on the contract assuming no damages 3-4 weeks after the rental. No deposit is returned if cancelation occurs 1 month or less to the event date, if damages occur or the rules of the contract are broken.

After hour fees are added when renting after the facility is closed.

Gymnasium Rental **	Resident	Nonresident	Corporate
Gymnasium	\$110/hr	\$155/hr	\$130/hr
** Gym rentals are after hours only			

THE HEIGHTS Pool-private rental	Resident	Nonresident
Number of People		
1 to 100	\$120/hr	\$180/hr
101 to 150	\$160/hr	\$240/hr
151 to 200	\$200/hr	\$300/hr
201 to 300	\$300/hr	\$450/hr

• **Resident Rates are given to residents of Richmond Heights, Maplewood, and Brentwood and current members of THE HEIGHTS.**

• **Corporate Rates apply to businesses using the facility for business meetings.**

Capacity

Multipurpose Rooms

- **Each MP room holds about 56 people banquet, 80 theater style and 40 classroom style.**
- **Maximum seating for banquet in all 4 rooms is 240 people.**

Activity Room

- **The Activity Room holds 30 people**

Golden Lounge

- **The Golden Lounge holds 8 people**



Tables

Round tables are 60" in diameter and seat 8 people

6ft rectangle tables seat 6 people

8ft rectangle tables seat 8 people

3x3 square tables seat 4 people

- ***Tables and chairs are included in your rental fee. Any other decor is to be provided by the renter.***

Catering

- **Renters may prepare and bring their own food to their function.**
- **If you wish to use a caterer, you can now choose any caterer you like.**
- **If an event is having alcohol, serving of alcohol is permitted only by a caterer who has a State Liquor license enabling them to serve alcohol in outside facilities. A copy of this license must be given to the Heights employee at least 30 days before your party or no alcohol will be permitted.**
- ***If alcohol is found to be in the building without use of a licensed caterer, the acting Supervisor may cancel the party if the alcohol is not removed.***
- ***THE HEIGHTS offers a coffee service for \$3 a pot (regular and decaf coffee are available).***

AV Equipment

TV / DVD cart \$30/day

LCD projector \$50/day

Microphone \$10/day

- ***We have projection screens, easels, dry erase boards and a podium available at no additional charge.***

Refunds/Cancelations of Room Reservations

- **If a renter cancels a reservation within 4 weeks of rental, 100% of the security deposit will be forfeited.**
- **If a renter cancels a reservation within 2 weeks of rental, 100% of the security deposit and 50% of the rental fee will be forfeited.**

