

# THE HEIGHTS



## RENTAL INFORMATION



**Rental Request Application** - Planning a wedding reception, birthday party, corporate meeting or anniversary celebration? Applications are available online 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.

### 2 hour minimum rental

	Resident	Nonresident
1 Multi-Purpose Room	\$30/hour	\$50/hour
2 Multi-Purpose Rooms	\$50/hour	\$80/hour
3 Multi-Purpose Rooms	\$70/hour	\$110/hour
4 Multi-Purpose Rooms	\$90/hour	\$140/hour
Kitchen	\$15/hour	\$25/hour
Activity Room	\$25/hour	\$30/hour
After Hours	\$25/hour	\$30/hour

*Deposit: Due at time of reservation.*

*Resident: Maplewood, Brentwood and Richmond Heights Residents Only.*

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

### Audio Visual Equipment

Microphones (corded)	\$10/day
Wireless Microphone	\$25/day
TV/DVD Cart	\$30/day
LCD projector	\$50/day

We have projector screens, easels, dry erase boards, and podiums for use at no extra charge.

### Tables\*

- 60" round tables seat 8
- 6 ft. rectangle tables seat 6
- 8 ft. rectangle tables seat 8
- 3x3 square tables seat 4

\*THE HEIGHTS does not provide tablecloths or decorations of any kind.

### Deposits:

A deposit 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 cancellation occurs 1 month or less to the event date, if damages occur or the rules of the contract are broken. If deposit is paid with a credit card (except American Express), it can be credited back to the card 1 week after the rental.

### Capacity

	Banquet	Theater	Classroom
1 MP Room	56	80	32
(with dance floor)	24		
2 MP Rooms*	120	180	78
(with dance floor)	72		
3 MP Rooms*	176	280	120
(with dance floor)	120		
4 MP Rooms*	240	400	150
(with dance floor)	240		
Activity Room	N/A	40	16

\*The MP (Multipurpose) rooms have moveable walls that can open up into larger rooms. (Ex: 2MP means two rooms opened up together.)

**Food/Catering** - If you wish to have food at your event, you may bring in your own food or use a professional caterer. We no longer have a list of caterers you must choose from - you may choose any caterer you like. You may also choose to rent the kitchen as well if having food at your event.

**Alcohol Policy\*** - If you want alcohol, our policy is that a caterer with a State Liquor License must be present to serve it. A copy of this State Liquor license must be given to the Rental Supervisor no later than one month before the event. You may NOT bring in alcohol without a licensed caterer. Exceptions made for non-profits fundraisers only.