

THURBER CENTER RENTAL CONTRACT

Thurber Center
 91 Jefferson Avenue
 Columbus, OH 43215
 (614) 464-1032 ext.11
 thurbercenter@thurbehouse.org

THURBER CENTER RENTAL RATES

RENTAL PERIOD

	Capacity	Room	Rate/Hour	Rate/Day
Monday Through Friday	Up to 175	Entire Center	\$65	\$420
	50-100	Algonquin	\$50	\$300
	15-30	New Yorker	\$35	\$200
	12-25	Columbustown	\$30	\$180
	6-12	West Cornwall	\$20	\$100
	6-12	Catbird Suite	\$20	\$100
Saturday Through Sunday *weekend contracts must have a two- hour minimum rental	Up to 175	Entire Center	\$100	\$650
	50-100	Algonquin	\$75	\$400
	15-30	New Yorker	\$50	\$250
	12-25	Columbustown	\$30	\$210
	6-12	West Cornwall	\$20	\$120
	6-12	Catbird Suite	\$20	\$120

- The Walter Mitty Terrace is not available to parties with children under 12 years of age.
- A 10 % discount off these hourly rates applies to 501(c)(3) non-profit organizations. Please make sure that you inform Thurber House if you qualify, and be prepared to submit proof of your non-profit status.
- A 25 % deposit is required to hold reservations; payment in full is due 48 hours prior to your reservation date.

CANCELLATION POLICY:

- **Cancellations must be made 10 business days prior to reserved date to avoid a 15% cancellation fee.**
- **Payment in full is required for reservations cancelled less than 48 hours in advance.**

Options:

- Bringing food into Center: \$20
- Use of kitchen by Guest or Caterer: \$20
- Off-hour open/close (before 8:30 a.m. or after 5 p.m.) \$20 to open; \$20 to close
- On-Site Manager: \$20/hour

Special Fees:

- Set Up of tables, chairs: \$75
- Over contract time: \$75 per half hour
- Excessive mess (including trash not placed in waste baskets): \$50
- Damages: Cost of repairs. If carpet cleaning is required, renter will pay a charge of \$75 for the first hour of cleaning, \$50 for each hour thereafter.

Special Arrangements:

The following costs are for arranging services on the guests' behalf, not for the services or supplies themselves. Guests must request these special arrangements at the time the contract is signed.

- Arrangement for catering: \$30
- Audio/Visual Equipment: \$40
- Extra Table/linens/chairs: \$40
- *Tours of Thurber House: \$2.50/guest

**Please be sure to coordinate these arrangements at the time of your reservation.*