

Ballroom at Wheaton Glen Price Sheet

NOTE: The main Ballroom is being used as the temporary Wheaton Library for the next two years and is not available.

Green Room – dinners, adult birthday parties, baby shower, funeral repass, etc

\$125 per hour, 3 hour minimum

Maximum 50 people

Use of commercial kitchen additional \$250 (use by licensed caterer only)

50% refundable security deposit required

Self set up and take down – 6' round banquet tables, 8' serving tables & chairs

Certificate of Insurance with host liquor liability required if alcohol is served

Certificate of Insurance from caterer required if using kitchen

Events must end by 12 midnight

A Class C One Day Special license from Montgomery Co DLC required if attendees are charged an event fee for alcoholic beverages

Children's Birthday Parties

\$200 flat fee includes tour of station and apparatus, an age-appropriate demonstration, coloring books, activity kit and plastic fire helmet

Self set up and take down

Meetings

\$45 per hour for meetings in Green room with no food service

Maximum 50 people

Self set up and take down

Includes use of 8' tables and chairs

Projector rental available for an additional \$25

Meeting must end by 10 PM

Conference Room

\$45 per hour for use of the conference room

Maximum 12 people

Includes use of table and chairs

Room must remain as configured

Projector rental available for an additional \$25

Meeting must end by 10 PM