



## *2019 Rental Rates*

### **Full Facility Rental Fee - Maximum 250 Guests**

**Friday-Sunday                      2pm-midnight                      \$3900**

### **Library Rental Fee - Maximum 100 Guests**

**Monday-Thursday                      8am-5pm                      \$750**

**Monday-Thursday                      5pm-11pm                      \$1500**

### **Residence Rental Fee - Maximum 20 Guests**

**Monday-Thursday                      8am-5pm                      \$350**

### **Items available for Library, Tent, and Full Rental set up (included in rental rate)**

- (7) 42" round tables
- (15) 60" round tables
- (10) 8' rectangle tables
- (10) 30" round bistro tables with either 30" or 42" legs
- (250) natural wood padded folding chairs

### **Full Rental Includes**

- House and grounds
- Observatory
- 50' x 60' tent over back patio
- Astronomer-Docent

### **Additional Notes**

- A **\$500** non-refundable deposit is required upon execution of the contract to hold date.
- The remaining balance for all events is due one week prior to the event.
- A fee of **\$100** per hour will be charged for early arrivals or late departures.
- Appointments are required for all visits.
- Hours listed include all set-up, tear-down, and clean-up time.
- If alcohol is served, a minimum of one licensed bartender is required.
- Renter must use one of the approved caterers from the preferred list provided in packet.
- For weddings, renter must use approved event planner from preferred list provided in packet.

### **Acceptable forms of payment**

- Make checks payable to Vanderbilt University.
- For credit card payment we accept Visa and MasterCard only.
- Vanderbilt employees may pay with either a credit card or an 1180 form.

### **Parking/Transportation**

- Renter must contract Stewart Parking Solutions (615-463-2307) for parking, which will begin an hour prior to the time of the rental.
- The Dyer hilltop can accommodate parking for a maximum of 120 vehicles.
- Large tour buses do not fit through the gate. If you are using buses of any type, please confirm with staff that they can enter.

### **Other**

- The Associate Vice Chancellor for CNGR must authorize any waiver of this policy.
- The facility is available for rent March – November. Other months *may* be available if you are able to make other arrangements should bad weather interfere.