# 2019 Rental Rates

## Full Facility Rental Fee - Maximum 250 Guests

<table>
<thead>
<tr>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday-Sunday</td>
<td>$3900</td>
</tr>
</tbody>
</table>

## Library Rental Fee - Maximum 100 Guests

<table>
<thead>
<tr>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>$750</td>
</tr>
<tr>
<td>Monday-Thursday</td>
<td>$1500</td>
</tr>
</tbody>
</table>

## Residence Rental Fee - Maximum 20 Guests

<table>
<thead>
<tr>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>$350</td>
</tr>
</tbody>
</table>

### 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.