

Lee Lockwood Library & Museum

EVENT CENTER

Ceremony & Reception

ACCOMMODATES UP TO 330

VENUE RENTAL INCLUDES USE OF THE BEARD AUDITORIUM;
MAIN ATRIUM; BRIDAL SUITE; DUNCAN HOWARD BALLROOM;
AND LOWER ATRIUM FOR UP TO 14 HOURS.

OUR STAFF WILL CONSULT WITH YOU TO DETERMINE A LAYOUT PRIOR TO THE EVENT
AND ARRANGE ALL TABLES AND CHAIRS TO YOUR SPECIFICATIONS.

OUR INVENTORY INCLUDES (60) 60" ROUND TABLES, (400) BEIGE PLASTIC CHAIRS;
(21) 48" ROUND TABLES; (6) 30" COCKTAIL OR BISTRO TABLES;
AND AN ARRAY OF 5', 6', AND 8' BANQUET TABLES; AS WELL AS (2) PORTABLE BAR UNITS.

FRIDAY OR SATURDAY \$3,000
MONDAY-THURSDAY \$2,200

Reception Only

ACCOMMODATES UP TO 550

VENUE RENTAL INCLUDES USE OF THE DUNCAN HOWARD BALLROOM;
AND LOWER ATRIUM FOR UP TO 14 HOURS.

OUR STAFF WILL CONSULT WITH YOU TO DETERMINE A LAYOUT PRIOR TO THE EVENT
AND ARRANGE ALL TABLES AND CHAIRS TO YOUR SPECIFICATIONS.

SAME INVENTORY AS LISTED ABOVE.

FRIDAY OR SATURDAY \$2,200
MONDAY-THURSDAY \$1,600

UPGRADE TO OUR MAROON AND GOLD BANQUET CHAIRS FOR \$2/PER CHAIR
FACILITY DEPOSIT \$400* AND SIGNED CONTRACT TO SAVE THE DATE
SECURITY REQUIRED - 1 OFFICER PER 150 GUESTS (2 REQUIRED IF ALCOHOL SERVED)
ALCOHOL ALLOWED - A TABC LICENSED BARTENDER REQUIRED (NO BYOB)
SINGLE EVENT INSURANCE REQUIRED

General Liability \$1,000,000 per Occurrence / \$2,000,000 Aggregate
Event end time 12:00 Midnight with up to 2 additional hours for cleanup

PRICE BASED ON USE OF ALL ROOMS LISTED AND A/V RENTAL.
REDUCED PRICE AVAILABLE IF ALL ROOMS & A/V ARE NOT REQUIRED

*CONDITIONALLY REFUNDABLE

Lee Lockwood Library & Museum

EVENT CENTER

Lockwood Library

ACCOMMODATES UP TO 200

10 HOUR RENTAL (FULL DAY)

IDEAL FOR CEREMONIES, RECEPTIONS, FAMILY REUNIONS AND SEMINARS.
VENUE RENTAL INCLUDES USE OF THE LOCKWOOD LIBRARY
AND PART OF MAIN ATRIUM.

OUR STAFF WILL CONSULT WITH YOU TO DETERMINE A LAYOUT PRIOR TO THE EVENT
AND ARRANGE ALL TABLES AND CHAIRS TO YOUR SPECIFICATIONS.

OUR INVENTORY INCLUDES (25) 60" ROUND TABLES, (200) BEIGE PLASTIC CHAIRS;
(6) 30" COCKTAIL OR BISTRO TABLES; AND AN ARRAY OF 5', 6', AND 8' BANQUET TABLES;
AS WELL AS (2) PORTABLE BAR UNITS.

FRIDAY, SATURDAY, OR SUNDAY \$800
MONDAY-THURSDAY \$600

4 HOUR RENTAL (HALF DAY)

IDEAL FOR LUNCHEONS, BABY AND BRIDAL SHOWERS, ENGAGEMENT PARTIES,
REHEARSAL DINNER, AND MEETINGS.
VENUE RENTAL INCLUDES USE OF THE LOCKWOOD LIBRARY AND PART OF MAIN ATRIUM.

OUR STAFF WILL CONSULT WITH YOU TO DETERMINE A LAYOUT PRIOR TO THE EVENT
AND ARRANGE ALL TABLES AND CHAIRS TO YOUR SPECIFICATIONS.

OUR INVENTORY INCLUDES (25) 60" ROUND TABLES, (200) BEIGE PLASTIC CHAIRS;
(6) 30" COCKTAIL OR BISTRO TABLES; AND AN ARRAY OF 5', 6', AND 8' BANQUET TABLES;
AS WELL AS (2) PORTABLE BAR UNITS.

FRIDAY, SATURDAY, OR SUNDAY \$400
MONDAY-THURSDAY \$250

UPGRADE TO OUR MAROON AND GOLD BANQUET CHAIRS FOR \$2/PER CHAIR
FACILITY DEPOSIT \$400* AND SIGNED CONTRACT TO SAVE THE DATE
SECURITY REQUIRED - 1 OFFICER PER 150 GUESTS (2 REQUIRED IF ALCOHOL SERVED)
ALCOHOL ALLOWED - A TABC LICENSED BARTENDER REQUIRED (NO BYOB)
SINGLE EVENT INSURANCE REQUIRED

General Liability \$1,000,000 per Occurrence / \$2,000,000 Aggregate
Event end time 12:00 Midnight with up to 2 additional hours for cleanup

* CONDITIONALLY REFUNDABLE

OTHER ROOMS AND RATES AVAILABLE