

Venue Rental Fees

MAIN BALLROOM

\$5,000.00 for 5 hours of Rental*

*WITH OUTSIDE CATERER \$6,000.00

Comfortably seats up to 350 people

PARADISE BALLROOM

\$2,500.00 for 4 hours of Rental*

*WITH OUTSIDE CATERING \$3,500.00

Comfortably seats up to 120 people

BARBECUE PAVILION

\$500.00 for 3 hours of Rental

Includes the usage of Grounds and Sporting Courts

Swim at the pool for the posted Guest rates

Venue rental fees are subject to 6% Virginia State Tax

Extended Hours

MAIN BALLROOM

\$500.00 PER HOUR

PARADISE BALLROOM

\$500.00 PER HOUR

Schedule of Payments

Rental of the mansion is exclusively reserved for members of the Knights of Columbus Edward Douglass White Council.

Please contact our *Event Coordinator* at **703-536-9656**, extension **311** for details. A non-refundable deposit is due immediately to secure your event date. An additional payment of 50% the final invoice is due at the signing of the contract, typically executed 2 weeks after securing your date.

The final balance is due 15 days prior to the event. A 20% gratuity, 6% sales tax and 4% Arlington County Food tax is added to all food & beverage orders. Menu prices are subject to change and are not confirmed until 15 days prior to your event.

The Event

With the exception of the wedding cake, the Columbus Club does not allow any outside food or beverage to be brought into the function space.

Final guarantee is due 15 days business days prior to your wedding. Columbus Club does not permit the removal of leftover food or beverage from the premises. We would be pleased to help coordinate your special requests. Do not hesitate to ask and we will assist in any way possible!

Columbus Club is pleased to provide an array of amenities to make your event an extraordinary experience!

A sample of our offerings can be found below:

Enhancements

· **PREMIUM LINENS**

In a variety of colors

PRICING TO BE QUOTED ON SELECTION

· **CHAIR COVERS**

\$3.50 PER CHAIR COVER

· **PREMIUM CHINA, GLASSWARE & SILVERWARE**

PRICING TO BE QUOTED ON SELECTION

KIDS MEALS

· *Chicken Tenders, French Fries & Vegetables*

\$8.00 PER CHILD aged 12 & Under

We can accommodate Dietary Needs, please inquire for specifics.

Outside Catering

MAIN BALLROOM

\$6,000.00

PARADISE BALLROOM

\$3,000.00

Anyone wishing to use outside caterers may do so providing the caterer is licenced, bonded and insured and must provide a certificate of insurance for a minimum of one million dollars. All outside caterers will be responsible for all aspects of your event, including, tables, chairs, china, glassware, flatware, linens, set-up, breakdown, clean-up, and removal of trash. Food must be brought in prepared (our kitchen will not be used) and we will assign a predetermined staging area for the food service.