

Meeting and Banquet Facilities

The Shilling House and Shilling House Reception Center provide flexible meeting space to accommodate large and small groups. Full service catering and audio/visual equipment are available, as are smaller auxiliary rooms for break out sessions or beverage and refreshment services. Numbers are for approximate capacity of each room.

<i>Name of Room</i>	<i>Dimensions</i>	<i>Theater</i>	<i>Classroom</i>	<i>Reception</i>	<i>Banquet</i>	<i>Rounds</i>
Shilling House:						
Victorian Room	15x28	60	30	50	40	36
Sun Room	16x50	90	60	75	65	60
The upper level of the Sun Room can be used to add additional seating						
Reception Center:						
East Room (stage)	30x45	150	65	125	60	72
West Room	35x60	200	175	175	160	150
Combined Rooms	L shaped			500	200	200

Room and Facility Rental Fees

(Includes tables, chairs, and table cloths)

Shilling House (81 N. Shilling Ave.)

Exclusive use of entire facility: 4 hours \$400.00 8 hours \$800.00

Sun Room and Upper Sun Room: \$250.00 (per day)

Victorian Room: \$150.00 (per day)

Reception Center (214 S. University Ave.)

Exclusive use of entire facility: 4 hours \$600.00 8 hours \$1200.00

East Room (stage): \$250.00 (per day)

West Room: \$500.00 (per day)

- A set-up fee of \$50.00-\$200.00 may apply on total.
- Room rental will be waived if food and/or beverage service exceeds twice the rental fee
- 17% service fee and 6% sales tax added to total rental fee
- Fees are charged for set-up and clean-up time as well as the event.
- A non-refundable deposit of \$300.00 or one-half the room rental fee, whichever is less, is required for facility rentals.
- All food and beverages consumed on the premises of the Shilling House must be provided by the Shilling House.
- Food to be consumed at the Reception Center may be provided by the Shilling House or outside sources. If food is provided by someone other than the Shilling House there will be a \$50.00 custodial fee, a \$20.00/hr. charge for a supervisory employee and an additional \$75.00 for optional use of the kitchen. Charges for linens, dishware and additional employees may apply.