



Mukogawa Fort Wright Institute

RENTAL CHARGES

<u>ROOM</u>	<u>RENTAL</u>	<u># OF PEOPLE</u>	<u>DAMAGE DEPOSIT</u>
Commons	\$1200.00	80-450 people	\$300.00
Neal Fosseen	\$600.00	30-80 people	\$200.00
Regents	\$300.00	15-30 people	\$100.00
The Arbor	\$425.00	200 people	\$100.00

Room rent will be 1/2 price with food purchase equivalent to the full room rent. There is no room charge with full lunch or dinner meal. Customer must have minimum room count or pay full room rent. A 90% guarantee on all counts and all counts must be given one week before function. Customer must submit a menu 2 weeks in advance or our Chef will pick the menu.

<u>ITEM</u>	<u>COST</u>
Sound System (microphone)	\$37.00
TV	\$37.00
VCR	\$37.00
Overhead	\$37.00
Screen	\$37.00
Black Board	\$37.00
Flip Chart	\$37.00
Corkage Fee (per person)	\$1.75
Pop service	\$0.75 per can
Security	\$350.00

A permission form from Mukogawa to receive a liquor permit from liquor store must be obtained for any alcohol served. The permit must be posted before consumption. If staff observes that minors are being served illegally, security will be called to card and supervise, and customer will be billed appropriately. A 90 day cancellation notice is required to receive a full damage deposit refund less \$25. Less than 90 days notice the damage deposit will not be refunded. All of the damage deposit will be returned after function provided there are no damages. **No outside caterers or food, except for mint, nuts, and wedding cake will be permitted. All functions must end at 12:00 midnight. The room will be set up 5 hours before function. Customer cannot access the room earlier than 5 hours prior to function without incurring labor charges. No area will be booked without a damage deposit.**

Prices effective Oct 1, 2008 and are subject to change
15% gratuity and 8.7% sales tax will be added to all functions.



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CHAPEL

For reservations 327-3441

1. RATES:

- a. \$475.00 + tax for five hours of use
- b. \$ 50.00 for each additional hour

All deliveries, decorating, photo sessions etc., must be done within the time frame you have purchased. ON the day of the wedding, NOT on rehearsal day. Any decorations left overnight will be disposed of at your expense and loss.

2. DEPOSIT:

\$250.00 is due at the time reservations are made. The deposit is a damage and reservation fee. It is fully refunded AFTER the event, providing there is no damage or loss. In case of cancellation, \$225.00 is refunded, provided notification is received Ninety days prior to the event.

A reduction in the amount refunded could result from, but is not limited to, the following:

- A. **DO NOT MOVE PIANO OR KEYBOARD!**
- B. All personal items and decorations must be removed, **INSIDE and OUTSIDE**
- C. **No thumbtacks or nails** are to be used to attach flowers or other decorations.
Please use masking tape, as Scotch tape removes the finish from the wood.
- D. Area around Chapel must be cleaned of any debris left by your group.
- E. Please use birdseed instead of rice. (Our birds, & squirrels will thank you.)
- F. Fireworks are strictly forbidden. Do not move or apply items to plants.
- G. **No smoking, alcohol, or food** is allowed on church premises.
- H. Mechanical dripless candles only. It takes several hours of work to remove melted wax from the candelabras, candle holders, and floors. Be sure to extinguish all candles before leaving.
- I. MFWI will **NOT** be responsible for lost items. **Do not leave anything in chapel over night.**
- J. **Photos-** permission is required for photo sessions anywhere on campus, **Except** the Chapel area.
- K. Leave the Chapel as you found it. (Vacuum is under stairwell.)
- L. The Chapel is nondenominational. **Crosses, alters, and furniture cannot be moved.**
- M. No other sound equipment may hooked into microphone system.

3. CHAPEL INFORMATION:

Seats 250
Center aisle is 50 Ft long 49 inches wide.
14 pews on each side of aisle.
Altar is 24" wide, 54" long, 30" high.
Width of Chapel window ledges are 4 1/2" 5 windows each side.

4. THE CHAPEL IS FURNISHED WITH:

The piano is a Chickering. - **DO NOT MOVE!**
KAWAI PN 100 KEYBOARD. - **DO NOT MOVE!**
(2) 54 1/2" high 27 1/2 inches wide brass candelabras 7 candle each & extinguisher.
2 single brass candle holders on altar. 16 DRIPLESS Mechanical Candles.
Sound System



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WEDDING RECEPTION FOOD SERVICE

RECEPTION INCLUDES:

Gift table with cloth, & lace overlay draping.
Guest book table with cloth, & lace overlay draping.
Cake table with cloth, & lace overlay draping.
Punch, coffee, & tea service comes with room.
Candelabras with, mechanical white candles.
Decorations-customer provides.
Napkin, and crystal candle, provided for table centers.
Bud vases for your use.
Nuts, mints-customer provides.
Liquor, and permit-customer provides.
Corkage charge for mixers, and plastic cups (customer may provide).
We provide all food service, except wedding cake; no other caterers.
We have staging for a band (stationary).
Wedding cake-customer provides.
Table, chairs, table cloths, draping.
Draped head table.
People to cut cake.
We wash cake parts, and box up cake.
Post-reception cleanup.

VARIOUS ROOM CHARGES PLUS, SET-UP FEES MAY APPLY.