

RENTAL FEE STRUCTURE

The Assembly Room is an industrial venue comprised of 2 buildings, 316 and 318 Guilford Ave, and each building offers 2 floors of event space providing the ability to rent 4 different event spaces. Click here to submit an [event request](#).

Rates are based on the number of spaces rented for an event.

	316 (left building)	318 (right building)
1st Floor spaces	Assembly Room 1 & Cocktail Area	Assembly Room 2 & Cocktail Area
2nd Floor spaces	2 nd Floor Cocktail Room	2 nd Floor Assembly Room

Click [here](#) to view our floor plans.

	Monday-Wednesday	Thursdays	Fridays & Sundays	Saturdays & Holidays
1 Space	\$3,000	\$4,000	\$5,500	\$6,500
2 Spaces	\$3,500	\$4,500	\$6,000	\$7,000
3 Spaces	\$4,000	\$5,000	\$6,500	\$7,500
4 Spaces	\$5,000	\$6,000	\$7,500	\$8,500

**Please inquire about pricing for New Year's Eve*

Inclusions:

- Nine (9) hours of rental time consisting of up to three (3) hours for set up, five (5) hours for event time and one (1) hour for cleaning and breakdown
- On-site venue manager
- Basic security personnel for event time
- Tables & chairs
 - o 200 wooden folding fruitwood chairs
 - o 25 sixty-inch round tables
 - o 10 twenty-four-inch high-top cocktail tables
- WiFi for you and your vendors to support up to 20 devices
- 2nd floor suites available for weddings
- 1-hour rehearsal

Adjustments:

- Additional set-up hours available at \$250/hour
- Additional event hours and breakdown hours available at \$500/hour
- Ticketed events and events of 250+ people will be responsible for covering the cost of hiring additional staff
- Active military discount of ten percent (10%)
- Non-profit discount of ten percent (10%) for 501(c)3s