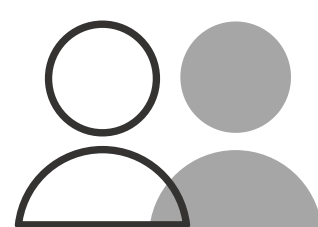


Renting space at Riordan Hall



How to:

Must make final reservation with RH Manager.



Contact **Ashley Nichols:**
Recreation Facility Manager - Riordan Hall
479-855-8170 – AshleyN@BVVPOA.com

Full payment due at reservation for **Conference, Craft and Meeting Rooms** (see "30-Day Cancellation Policy"). **25% non-refundable deposit** due at reservation for **Auditorium**.

The original reservation will be held for 7 days without payment. After 7 days, the reservation will be released.

Guidelines:

No Alcohol can be brought in or out of Riordan. We can set up and bartend a cash bar upon request (based on availability).



30-Day Cancellation Policy – Cancellation less than 30 days are charged a 25% cancellation fee.

Hours: Rentals offered during operating hours. See front desk for current hours.

Costs and Room Capacities:

Room Rental prices = 4 hour rental includes room, tables and chairs; additional hours = \$50/hour.

Linen Rental = \$3 per table (must be ordered 3 weeks ahead of the event).

All prices below are pre-tax. Tax will be charged at checkout.

AUDITORIUM

Member - \$900
Guest - \$1,200
Business* - add \$200

Room Dimensions: 96 feet x 60 feet

Theater Style – just chairs: 450 people
Dinner Style – 6' round or 8' rect. tables: 285 people
Classroom Style – 8' table w/ chairs on 1 side: 150 people

CRAFT & MEETING ROOMS

Member - \$100
Guest - \$150
Business* - add \$50

Room Dimensions: 20 feet x 60 feet

Theater Style – just chairs: 100 people
Dinner Style – 6' round or 8' rect. tables: 64 people
Classroom Style – 8' table w/ chairs on 1 side: 50 people

CONFERENCE "COKE" ROOM

Member - \$50
Guest - \$75
Business* - add \$25

Room Dimensions: 18 feet x 25 feet

Theater Style – just chairs: 30 people
Dinner Style – square tables: 24 people
Classroom Style – square tables w/ chairs on 1 side: 15 people

*If your rental is associated with a corporation, organization, or business AND/OR has to ability to generate income (before, during or after the event), there will be an additional charge, even if you are a POA member.