

## IMPORTANT INFORMATION

- ◆ You may request a "courtesy hold" on a date for 2 days with no obligation. Please call our office during daytime hours for availability. (Monday-Friday 9am-5pm or Saturday 10am- 1pm)
- ◆ We accept cash, checks, and credit cards.
- ◆ Security deposit must be paid when contract is signed. Final payment is due three weeks prior to the event.
- ◆ Setup of food, decorations, etc. and cleanup time is included in the rental time. No one may enter or drop-off items prior to the contracted time. Renter and guests must leave the building by the contracted ending time.
- ◆ Free parking is available in the village center parking lot in front of the building and behind Amherst House.
- ◆ A fully-equipped, compact kitchen is included in the rental fee. All insured caterers are welcome.
- ◆ We set up tables and upholstered chairs according to your floor plan. A staff person is on duty during your rental to make sure your event runs smoothly.
- ◆ Contact our office for full terms and conditions, including restrictions and cancellation policy .

## Amherst House

7251 Eden Brook Drive

Columbia, MD 21046

410 381 9600 Fax 410 381 9628

[kingscontrivance@columbiavillages.org](mailto:kingscontrivance@columbiavillages.org)

Web Site: [amhersthouse.org](http://amhersthouse.org)

Facebook: Kings Contrivance Village

Twitter: @VillageofKC



### Village Office Hours:

Monday-Thursday 9 am to 9 pm

Friday 9 am to 5 pm

Saturday 10 am to 1 pm



**Kings Contrivance  
Community Association**

# *Amherst House Rental Information*

Amherst House

7251 Eden Brook Drive

Columbia, MD 21046

(410)381-9600 Fax (410)381-9628

## SOCIAL EVENTS

Parties - Weddings - Bar/Bat Mitzvahs

Baby Showers - Receptions

### Weekend & Holiday Rental Rates

Security Deposit : \$200

Friday (after 5pm) and Sunday (after 1pm)  
3 hour min, 1 free hour if renting 6+ hours.

#### Huntington Room:

\$60/hour (resident/non-profit)

\$75/hour (non-resident)

#### Huntington & Macgill Rooms\*:

\$75/hour (resident/non-profit)

\$90/hour (non-resident)

Saturday (after 1pm) & Holidays 6 hour min

#### Huntington Room:

\$400/6 hours (resident/non-profit)

\$500/6 hours (non-resident)

#### Huntington & Macgill Rooms\*:

\$450/6 hours (resident/non-profit)

\$550/6 hours (non-resident)

#### Additional Hours:

\$50 (resident/non-profit); \$60 (non-resident)

Amherst House, with its spacious cathedral ceilings throughout, offers a warm setting for any function. The 4300 square-foot building also has a large, gracious reception area with a soaring brick fireplace.



The Huntington Room (above) is perfect for banquet seating and dancing as well as large business functions. It can seat up to 80 guests at banquet tables and 100 guests theatre-style. The floor to ceiling windows provide a lovely view of the beautifully landscaped patio which is illuminated at night and bordered by trellises.

The carpeted Macgill Room, with a projection screen and conference table, is ideal for business meetings. Free wi-fi is available. For social events, this room can be used in conjunction with the larger Huntington Room offering you additional seating for guests and/or space for the food and beverage buffets.

## BUSINESS FUNCTIONS

Meetings - Seminars - Workshops

### Weekday Rental Rates

Security Deposit: \$150

Monday - Thursday (9am-9pm)  
Friday (9am-5pm), 3 hour minimum

#### Huntington Room:

\$35/hour (resident/non-profit)

\$40/hour (non-resident)

#### Macgill (conference) Room:

\$25/hour (resident/non-profit)

\$30/hour (non-resident)

#### Huntington & Macgill Rooms\*:

\$50/hour (resident/non-profit)

\$60/hour (non-resident)

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\* Must rent both rooms if 50+ guests.

Parties for minors must end by 11pm and are limited to sixty-five teens and require chaperones.

Note: Rates are subject to change. The refundable security deposit is separate from rental fees.