

The Wagnalls Memorial Pricing Schedule

Rooms may be scheduled by individuals or organizations at an hourly rate, according to the following pricing schedule. Events held on Monday through Thursdays are subject to weekday rates. The facility is closed on Fridays and is not available for events. Events held on Saturdays and Sundays are subject to weekend rates and will be scheduled and charged a minimum of two hours. In accordance with our stated purpose, residents of Bloom Township will receive discounted rates. Event rooms include the Auditorium and Banquet Hall. Meeting Room rates apply to the Stevenson Room, Willis Room, and the Garden.

\	Event Room Non-resident	Event Room Resident	Meeting Room Non-resident	Meeting Room Resident
Weekday Hourly	\$60	\$35	\$35	\$20
Weekend Hourly	\$85	\$60	\$60	\$35

To secure your reservation, Wagnalls requires a 50% **nonrefundable** deposit with a completed facility request form returned to the Room Reservation office, by mail to The Wagnalls Memorial, Attn: Room Reservations, P.O. Box 217, Lithopolis, OH 43136 or fax to 614-833-4767. The balance will be due two weeks prior to the event. Should the event extend beyond the scheduled time, the contact person will be billed additionally at the hourly rate for each hour or portion of an hour beyond the scheduled end time. Deposits and balances may be made with cash, check or MC/Visa. Please make checks payable to The Wagnalls Memorial. Credit card payments may be made over the telephone by calling (614) 837-4765, ext. 126 or in the Room Reservation office. Please call Room Reservations at 614-837-4765 ext. 126 to schedule an appointment to see the rooms and check availability.

Professional Photographers will be charged \$25.00 per hour for photos inside or outside our facility with the exception of a photographer hired by someone renting a room.

Certain equipment that can be requested for use has additional charges. Please see the reverse side of the facility request form for what is available and the charges.

For more information regarding using the facilities at The Wagnalls Memorial, please refer to the Building Use Guidelines or call the Room Reservation office at (614) 837-4765, ext. 126, or e-mail to jhabegger@wagnalls.org.