



THE LORICCO  
LAW FIRM

# The Ballroom, Inc.

☎ 203 532 2255

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## Ballroom and Yale Room

**Weekends** (Friday, Saturday, Sunday)

Rental: \$2,400

Security Deposit required: \$ 1,500

**Weekdays** (Monday through Thursday)

Rental: \$1,800

Security Deposit required: \$1,000

### Ballroom

**Weekends** (Friday, Saturday, Sunday)

Rental: \$1,750

**Weekdays** (Monday through Thursday)

Rental: \$1,400

Security Deposit required: \$ 750

Capacity: 170 guests sit down

### Yale Room

**Weekends** (Friday, Saturday, Sunday)

Rental: \$1,000

**Weekdays** (Monday through Thursday)

Rental: \$750

Security Deposit required: \$ 500

Capacity: 80 guests sit down

Includes:

- Full kitchen and bar, cooler and ice machine.
- Tables and chairs. We will provide you with a floor plan which must be given back to us a week before the event and our maintenance man will arrange the tables and chairs as per your request.

-Parking is not included. However, there are two garages near the building.

-The event must not exceed 5 hrs. **Additional hours will be charged \$200.00 per hour.**

-The New Haven Police Department requires an officer to be on-site if alcohol will be served and/or the event time passes midnight.

-Rental Insurance is needed for the event and it can be requested at [info@theeventhelper.com](mailto:info@theeventhelper.com).

-If you are planning to have caterer and bartender, they must retrieve their own rental insurance and provide us a copy of their business license.

Rates are subject to change



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### **Rental Responsibilities and Information Sheet**

1. The rental fee entitles you to a five hour rental of THE BALLROOM AND YALE ROOM **for your event\***. Any hours after the five will be charged at \$200 per hour (\*this does not include the caterer's preparation time or clean up time).
2. Rental Insurance is required.
3. The small bathroom adjacent to the coat room is restricted for the use of elderly and handicapped only.
4. Smoking is **NOT PERMITTED** in the Ballroom and Yale Room (smoke free building). The rugs will be checked for burns.
5. You, and/or your caterer are responsible to clean the facility after the event. This will include cleaning the entire kitchen (washing the kitchen floor, cleaning the ovens, stoves, sinks, removing the trash, etc.) and the bathrooms. THE BALLROOM and YALE ROOM must be cleaned and trash removed and entire area vacuumed.
6. Any private security you may want to hire will be at your own expense. THE BALLROOM does **not** provide security.
7. You, and/or your caterer will need to hire any bartenders you require.
8. Caterers must give us a copy of their license and insurance certificate for our records.
9. You are responsible for any damage caused in the delivery of any and all items to THE BALLROOM including, but not limited to, the lobby granite floor, elevator (pad **MUST** be installed when loading and unloading), etc.
10. In the event of repairs or cleaning an administrative fee will be added.



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## Inventory

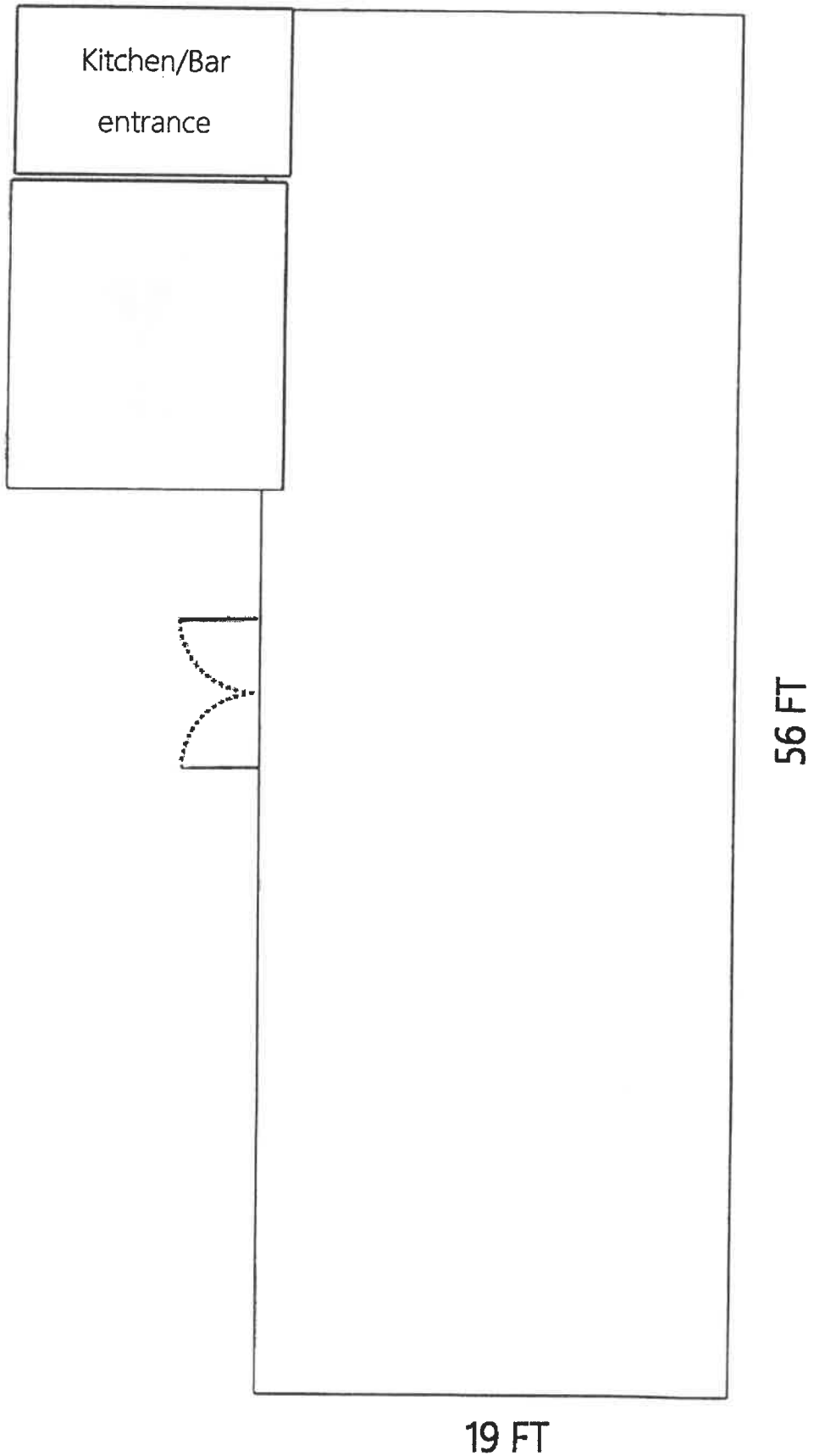
- **23** Round Tables (60 inches)
- **2** 6' Rectangular Tables
- **9** 8' Rectangular Tables
- **250** Chairs
- **2** High Top Tables (30 inches W - 42 inches L)

### Linen dimension references:

60 inch round table: 90 inch cloth for a drop that goes halfway to the floor, 120 inch for a full drop. For the "square-on-round" look, an 85 inch square tablecloth is used on top of a 120 inch round tablecloth. 72 inch round table: 120 inch cloth, or a 132 inch for a full drop.

# YALE ROOM

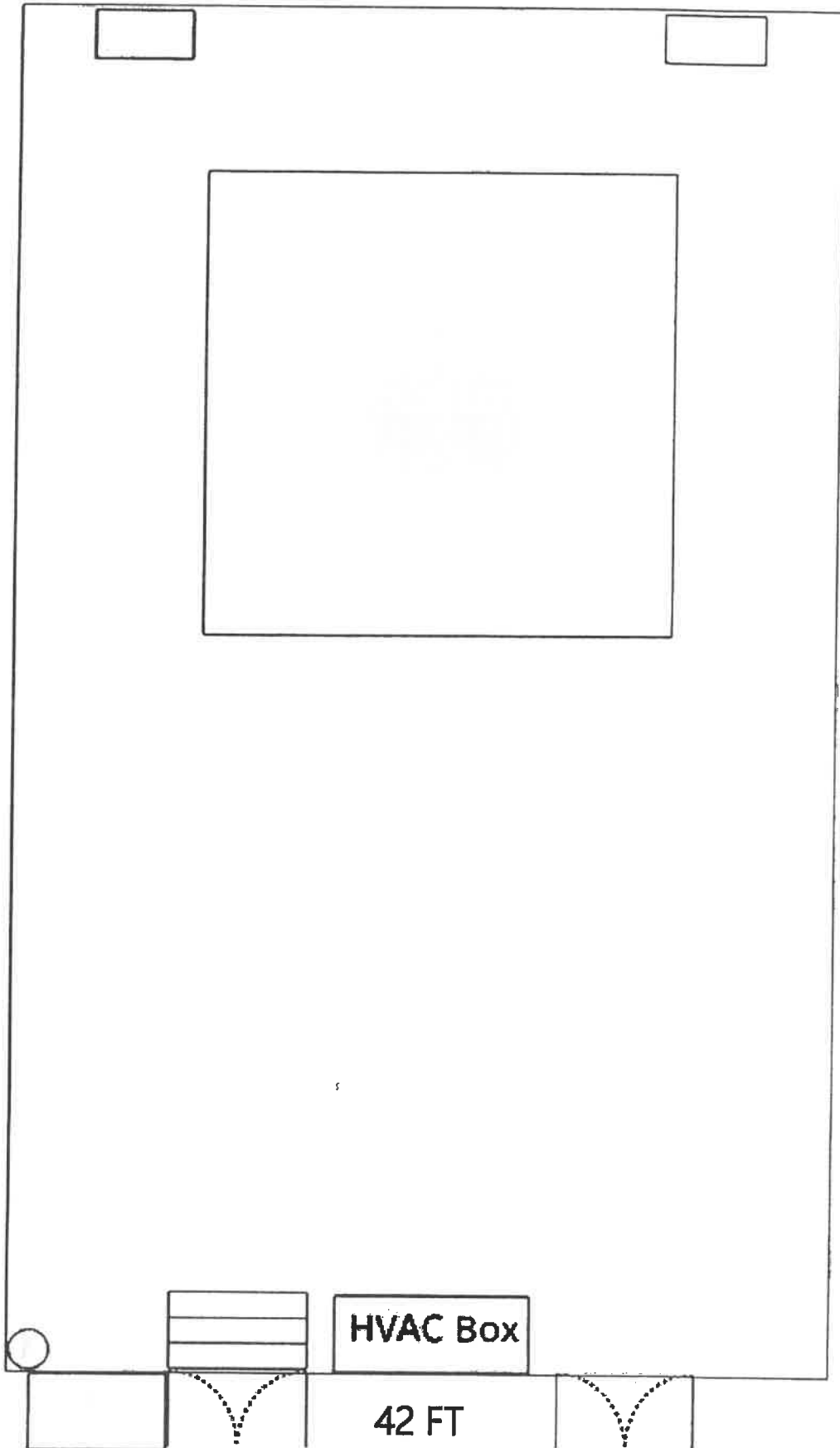
MAX CAP 80



# BALLROOM

MAX CAP 170

71 FT



HVAC Box

42 FT



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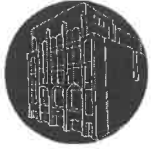
## Event Closing Guide

Once your event is concluded, please be sure to:

1. Comply with all contract terms and the Rules and Regulations (this includes cleaning, vacuuming and rubbish removal). **The rooms must be clean after your event. We supply the garbage pails, please bring large bags and deposit the garbage in the dumpster.**
2. Reset all thermostats- In the warm weather months to 80 degrees, in the cold weather to 50 degrees, to avoid being charged for excessive utility consumption.

Note: The Ballroom has two (2) thermostats in each side of the stack in the front of the room (to your right as you enter the room).

3. Lock doors to Ballroom, Yale Room and restrooms.
4. Turn off all lights, including the lobby lights on the 1<sup>st</sup> and 3<sup>rd</sup> floors.
5. Lock elevator when leaving facility.
6. Lock the main door to the building and check to insure the door is securely closed.
7. Return any keys to the facility.



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## Host & The Ballroom Inc. AD Policy

Renter agrees not to make reference to The Ballrooms in any external advertisements without prior written approval from The Ballroom. Furthermore, Renter agrees not to use The Ballroom's logos and licensed trademarks without the expressed written permission of the Ballroom.

Ex;   No ticket selling.  
      No advertising your event on ANY social media platforms.  
      No selling alcohol.  
      No walk in guest.