



**Cutrer Mansion****Weekend Rental Fees – Limited Hours***(Saturday or Sunday afternoon only – 3 hour limit – no later than 7:00 PM)*

Cutrer House First floor	\$ 250.00 ( )
Grand Lawn in front of Cutrer House (3 hour limit)	\$ 75.00 ( )
Plus set up and break down fee	\$ 100.00 ( )
Extra fee to remove display cases	<u>\$ 50.00 ( )</u>

**\*\*\* Note #1:** *This allows the customer to get into the Cutrer Mansion 2 hours before the event start-time to decorate and have 1 hour to clean up. Therefore, all events must be over by 6:00 PM. There is a \$25 fee added per hour to the final cost if the house is used beyond the comprehensive 6 hour limit (set-up, event, clean-up). These prices remain the same regardless if alcohol is being served or not.*

**Total Amount Owed =****Lewis Building (Annex Building)**

Resource Lab (room 300) in Lewis Building (per day)	\$ 50.00 ( )
Distance Learning Lab (room 301) in the Lewis Building (per day)	\$ 50.00 ( )
Computer Lab (room 303) in Lewis Building (per day)	\$ 50.00 ( )
Viking Kitchen Classroom only (per day)	\$ 50.00 ( )
Viking Kitchen plus classroom in the Lewis Building (per day)	\$ 100.00 ( )
Amphitheater area outside Viking Kitchen (per day)	<u>\$ 50.00 ( )</u>

*Note: \$25.00 per room will be charged for removal or adding furniture.*

**Total Amount Owed =****Other Items Available**

Projector Screen	( )
Projector and Laptop	( )
Podium	( )
Microphone/Amplifier	( )

**\*\*\* Note #2:** *The CCHEC campus has approximately 150 chairs, 10 round tables, 4 rectangular tables which are included in the fees above. We do not have any table clothes available for rent at this time.*

Jen Waller, Director

\_\_\_\_\_ Booked with Jen

Coahoma County Higher Education Center

\_\_\_\_\_ Booked with Anna

**EVENT NOTES**