



HOLIDAY PRIVATE CAROUSEL EVENT RENTAL INFO

Valid November 16 through December 31, 2018

RENTAL RATE:

\$350 PER HOUR (2 HR MINIMUM REQUIRED)
(10% off for repeat Private Event clients)

RENTAL HOURS:

FRIDAY, SATURDAY, AND SUNDAY:
Evenings after 5:30pm
Max Occupancy: 359

RENTAL INCLUDES

- Exclusive use of the Carousel event spaces.
- Unlimited, free Carousel rides and tours of the Carving Studio for all your guests.
- 30 minute set-up time.
- Casual café table and chair set-up in Carousel Room. (Custom table configuration options available.)

DEPOSIT/PAYMENT

- 50% non-refundable, non-transferable deposit required to reserve Carousel. (90 day max advanced reservation)
- Reservation is not considered confirmed until your Event Rental Agreement is returned and the deposit is paid.
- Full payment must be received 30 days prior to your event reservation date.

CANCELLATION

- The Carousel must receive written notice of cancellation of your event.
- If cancelled within 90 days of scheduled event date, your deposit is considered forfeit.
- If cancelled within 30 days of scheduled event date, your full event payment is considered forfeit.

FOOD

- Cakes, cupcakes & pastries allowed; otherwise no outside foods or beverages allowed except by Approved Caterer. (Please see Approved Caterer's list.) Alcohol allowed by licensed caterer with alcohol license and licensed servers.
- 10% Caterer's Fee charged for all outside foods/beverages.

DECORATIONS

- **NO balloons -of any kind-, glitter, confetti, or silly string are allowed in the building.** The Albany Carousel wants to make every event a special and welcome experience. Therefore, every effort will be made to allow renter to prepare decorations reflecting their creative requirements. There are banner strips over the cake tables in our Party Rooms, otherwise no other decorations are allowed to hang from ceiling, walls, doors, or molding.

SET-UP/CLEAN-UP

- You and your caterer **may arrive 30 minutes prior** to your scheduled event time to set-up. If more time is needed, you may purchase half hour increments if available on reservation calendar.
- Custom table configurations available for \$50.00 fee, or self-set-up option available for free.
- Your event and caterer **must be cleared** from the Carousel by your event's scheduled end time, or there will be a fee of \$50 charged for every 10 minutes thereafter.
- Must be picked up & cleared of all your items and garbage. Garbage bags provided. Must take your items with you.

Info and prices subject to change. This flyer is for preliminary informational purposes only and is not a contract, other fees may apply. Revised 9.18

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