2017 Rental Rates

Full Facility Rental Fee - Maximum 250 Guests
Friday-Sunday  2pm-midnight  $3900

Library Rental Fee - Maximum 100 Guests
Monday-Thursday  8am-5pm  $750
Monday-Thursday  5pm-11pm  $1500

Residence Rental Fee - Maximum 20 Guests
Monday-Thursday  8am-5pm  $350

Items available for Library, Tent, and Full Rental set up (included in rental rate)
• (7) 42” round tables
• (15) 60” round tables
• (10) 8’ rectangle tables
• (10) 30” round bistro tables with either 30” or 42” legs
• (250) natural wood padded folding chairs

Full Rental Includes
• House and grounds
• Observatory
• 50’ x 60’ tent over back patio
• Astronomer-Docent
Additional Notes

• A $500 non-refundable deposit is required upon execution of the contract to hold date.
• The remaining balance for all events is due one week prior to the event.
• A fee of $100 per hour will be charged for early arrivals or late departures.
• Appointments are required for all visits.
• Hours listed include all set-up, tear-down, and clean-up time.
• If alcohol is served, a minimum of one licensed bartender is required.
• Renter must use one of the approved caterers from the preferred list provided in packet.
• For weddings, renter must use approved event planner from preferred list provided in packet.

Acceptable forms of payment

• Make checks payable to Vanderbilt University.
• For credit card payment we accept Visa and MasterCard only.
• Vanderbilt employees may pay with either a credit card or an 1180 form.

Parking/Transportation

• Renter must contract Stewart Parking Solutions (615-463-2307) for parking, which will begin an hour prior to the time of the rental.
• The Dyer hilltop can accommodate parking for a maximum of 120 vehicles.
• Large tour buses do not fit through the gate. If you are using buses of any type, please confirm with staff that they can enter.

Other

• The Associate Vice Chancellor for CNGR must authorize any waiver of this policy.
• The facility is available for rent March – November. Other months may be available if you are able to make other arrangements should bad weather interfere.