



RAMSEY CONFERENCE CENTER RENTAL INFORMATION

STANDARD ROOM RENTAL RATES

• Updated August 2021

Location	Sq Feet	Setup Capacity (# of people)			Weekday Rate		Weekend Rate		Hourly
		Banquet Style (72" Round tables)	Classroom Style (60" Slim tables in rows)	Theatre Style (chairs only in rows)	Half-Day	Full-Day	Half-Day	Full-Day	For additional hours needed with rental
Full Conference Center	14,000	750		1,500	\$2,400	\$2,800	\$2,800	\$3,600	\$250
Two Thirds Conference	9,200	450		950	\$1,450	\$2,200	\$2,200	\$3,000	\$200
Third Conference Center	4,350	200		450	\$800	\$1,200	\$1,200	\$1,600	\$150
Button Gwinnett Room	1,450	60	60	100	\$275	\$400	\$400	\$550	\$100
George Walton Room	1,450	60	60	100	\$275	\$400	\$400	\$550	\$100
Lyman Hall Room	1,450	60	60	100	\$275	\$400	\$400	\$550	\$100
Edmond Gaines Room	1,450	60	60	100	\$275	\$400	\$400	\$550	\$100
E.E. Butler Room	1,450	60	60	100	\$275	\$400	\$400	\$550	\$100
William Few Room	1,450	60	60	100	\$275	\$400	\$400	\$550	\$100
Abraham Baldwin Room	1,450	60	60	100	\$275	\$400	\$400	\$550	\$100
James Oglethorpe Room	1,450	60	60	100	\$275	\$400	\$400	\$550	\$100
Foyer Area*	7,400	Standing Receptions can be 500 people				\$1,250		\$1,500	
Sidney Lanier Room*	1,550	Standing Receptions can be 75 people							
Classroom**	900		28		\$200	\$275	\$275	\$350	\$50
Double Classroom**	1,600		48		\$400	\$550	\$550	\$700	\$50
Computer Lab**	800		24		\$400	\$600	\$600	\$800	
Boardroom	550	16			\$350	\$450	\$350	\$450	\$50
Warming Kitchen					\$125	\$175		\$200	\$50

No charge for use of foyer for registration purposes when renting other areas.

*Can be used in conjunction with a Full Conference Center rental.

**Rooms located in Governor Deal Economic Development Building.

Minimum weekend rental is Third Conference Center. Smaller rooms are available for half day and full day rental when the center has other events booked for that day.

All functions are required to sign an Event Contract and to submit a deposit at the time of the contract. Deposits are 50% of the room rental rate. A portion of this deposit (20%) is non-refundable if you cancel your date. A security deposit of \$500 for social events is required with final payment to cover any damages, extraordinary clean-up or alcohol violation (10 business days prior to the event). This is fully refundable after a satisfactory Event Report.

Consecutive full day rentals or advance bookings of 3-5 full day rentals (or equivalent) will be given a 15% discount, 6 or more full day rentals (or equivalent) will be given 20% discount.

Capacities listed are "comfortable" and do not include stage, additional equipment or displays. Seating will be reduced with usage of these services. Banquet rounds can accommodate ten people comfortably.

Weekday rental services are available 7 a.m.–10:30 p.m. Monday through Thursday and Fridays 7 a.m.–5 p.m. Weekend rental services are available 7 a.m. – 12 a.m. Full-day rates are for 8 hours and half-day is 4 hours with flexible scheduling time depending on other events booked. Weekend rental is from Friday evening until Sunday evening. An hourly rate can be added to extend the rental time if needed.

Full Day Rate and Half-Day Rate Covers:

- Use of meeting room, with setup and breakdown of tables and chairs, registration space and table linen
- Assistance of the Conference Center staff
- A Podium/Microphone/AV screen and projector

All event rental time must include caterer and decorating set up and breakdown. Any event extending past the allotted time will be charged the additional hourly rate.

Please refer to Ramsey Conference Center Policy Guide for complete Rental Terms.