ROOMS & RENTAL RATES

Revised October 1, 2024

THOMAS DUNCAN HALL



Ballroom

Seats up to 160 theater style plus 36 seats in balcony. Seats up to 130 comfortably at tables. Elegant 45'x33' hall, six dramatic palladium windows. Favored for receptions, banquets, concerts, and recitals. Curtained stage with near-perfect acoustical sound system and stage lighting.

Basic service includes tables, chair set-up and take-down, microphone and PA for announcements, basic stage lighting, and Bluetooth capabilities for sound. Wi-Fi available.

Full service includes all of the above plus table linens and skirting, linen napkins, china, flatware, and dish washing.

Additional services
TDHI staff to bus tables - $100
Event accessories (coffee pot, serving platters, drink dispensers, utensils) - $75
Water Service - $50-$100
Sound Tech - $175 (cost may vary based on need).

All events at Thomas Duncan Hall must be out by midnight.

$500 damage deposit is due 30 days prior to the event date. A $250 cleaning fee (if applicable) will be deducted from the security deposit. See terms and conditions.

Non-profit organizations, qualified under IRS section 501(c)3, receive a 20% discount on all packages.

Weekday event discounts available (discounts may not be combined).

ADA access is available through The Kristel Garden entry on the south side of the Hall.

Rental Rates are subject to change without notice.



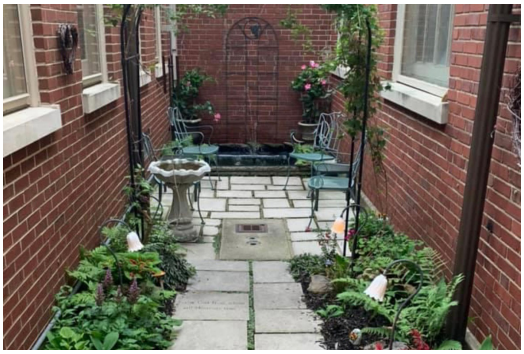
Dining Room

Seats up to 8 at the elaborately carved Victorian table beneath the crystal chandelier. Commonly used for buffet style service, refreshments space, or green space (has private entrance to stage left). 18'x19'. Includes adjacent kitchen.



Sarah Duncan Room

Seats up to 50 for dining or theatre- style. Perfect location for small meetings, private parties or buffet setups. 19'x40'. Includes nonadjacent kitchen.



Secret Garden

Seats up to 4. Deep in the heart of Duncan Hall lies a hidden haven. Perfect for photo opportunities for proms and weddings (or any cozy event).

Thomas Duncan Package
Ballroom, Dining Room, West Kitchen, Gertrude Shambaugh and Thomas Duncan Rooms
Basic Service: $800 (4 hours)
Full Service: $1,200 (4 hours)
Additional hours: $100/hour

Sarah Duncan Package
Lower Floor (includes Thomas Duncan Package plus Sarah Duncan Room)
Basic Service: $1,000 (5 hours)
Full Service: $1,500 (5 hours)
Additional hours: $100/hour

All Hall Package
All Hall Event
(includes upstairs and balcony)
Basic Service: $1,200 (6 hours)
Full Service: $1,700 (6 hours)
Additional hours: $100/hour

Dining Room/West Kitchen
Basic Service: $200 (4 hours)
Full Service: $400 (4 hours)
Additional hours: $50/hour

Sarah Duncan Room/West Kitchen
Basic Service: $300 (4 hours)
Full Service: $500 (4 hours)
Additional hours: $100/hour

Thomas Duncan or Gertrude Shambaugh Room
Basic Service: $200 (4 hours)
Full Service: $400 (4 hours)
Additional hours: $100/hour

Haywood Room or Alder Room
Basic Service: $200 (4 hours)
Full Service: $400 (4 hours)
Additional hours: $100/hour

The Kristel Garden
$250 additional to any package.

Thomas Duncan Hall features four inviting 22' x 17' parlors, each reflecting a different décor. Each parlor provides seating up to 16.



Thomas Duncan Room

Elizabethan style, ideal for important meetings or interviews. Portraits of Thomas and Sarah Duncan and stately carved oak paneling.



Gertrude Shambaugh Room

This refurbished, ornate English Adams-style parlor is appropriate for baby or bridal showers and book clubs.



Mary Haywood Room

Follow the impressive marble and bronze staircase to the balcony and find this charming Early American Federal room, perfect for showers and parties.



Alder Room

Popular for special meetings and retreats. Features Early American décor.