



MUNICIPAL BUILDING
155 LEXINGTON AVENUE
EAST LANSDOWNE, PA 19050
(610) 623-7131

BOROUGH OF EAST LANSDOWNE

Delaware County, Pennsylvania

Borough Hall Rental Information

FEES: There are three fees to rent the hall: a **Safety Deposit**, a **Rental Fee**, and a **Custodian Fee**. The Safety deposit is refunded provided that there is no damage done to the property; however, it is forfeited in the event of a cancellation. The Custodian arranges the tables and chairs as well as takes care of the after-party clean-up. **Contact Dianne Munn directly at 610-246-8202.**

Safety Deposit:	\$100.00
<i>(Security Deposit –refunds are mailed approximately 2 weeks later)</i>	
Custodian Fee	\$ 100.00
Friday and Saturday Rental Fee:	\$ 425.00
Sunday-Thursday Rental Fee:	\$ 350.00

Friday and Saturday hall rentals are for four hours and must be over by **midnight**. If additional hours are needed, **\$100.00 per additional hour** is added to the rental providing you are out no later than **12:00 A.M.**

Sunday hall rentals are for four hours with the rental fee being **\$350.00**. If additional hours are needed, **\$100.00** per additional hour is added to the rental. Sunday rentals must be over by **7:00 P.M.**

Monday through Thursday hall rentals are for four hours with the fee being **\$350.00** and must be over at **9:00 P.M.** If additional hours are needed, **\$100.00 per additional hour** is added to the rental.

The Custodian will be paid in **CASH** and you can contact her a day or two in advance of the party to arrange letting you in the hall to set up. You are not charged for your set up time.

The rental fee must be paid in full a month in advance of the event.

The maximum the hall can hold is **120 people**. However, this being the absolute maximum, as it would be crowded. It is recommended per [the Fire Marshall's Code] to have **120 people or less**.

The hall's tables are circular and each table is approximately 72 inches round and seats about 10 people. You must supply your own bartender. Renters have full use of the kitchen to re-heat their food, which includes oven, stovetop, microwave, and refrigerator [you are not allowed to cook per the Fire Marshall]. The renters are responsible to supply their own beverages and food. The hall is also handicap accessible and has a handicap restroom.

Please refer to your contract for other pertinent information. If you have any questions, don't hesitate to call the office at **(610)623-7131** Monday thru Friday, 9 A.M. to 3 P.M.