

East Lansdowne 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. Please contact Dianne Munn directly at 610-246-8202.

Security Deposit: **\$ 150.00**
(Security Deposit – refunds are mailed approximately 2 weeks later)

Custodian Fee **\$ 100.00**
Friday and Saturday Rental Fee: **\$ 475.00**
Sunday - Thursday Rental Fee: **\$ 400.00**

Friday and Saturday hall rentals are 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 have exited the hall by 12:00 A.M.**

Sunday hall rentals are four hours and must be over by **7:00 P.M.** If additional hours are needed, \$100.00 per additional hour is added to the rental **providing you have exited the hall by 7:00 P.M.**

Monday through Thursday hall rentals are four hours and must be over by **9:00 P.M.** If additional hours are needed, \$100.00 per additional hour is added to the rental **providing you have exited the hall by 9:00 P. M.**

The Custodian will be paid in **CASH** and will contact you a day or two in advance of the event 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 one (1) month in advance of the event.

The hall capacity 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 round each table is 72 inches and seats 8 to 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 4 P.M.