

Borough of East Lansdowne **Hall Rental Information**

155 Lexington Avenue
East Lansdowne, PA 19050
610-623-7131

FEES: There are three (3) fees to rent the hall: a *Security deposit*, a *Rental fee*, and a *Custodian fee*. The Security deposit is refunded provided there is no damage done to the property; however, it is forfeited in the event of a cancellation or damage to the hall.

The Custodian will be paid \$100.00 in CASH the day of the event before you will be granted access to the building. The Custodian arranges the tables and chairs as well as takes care of the after-party clean-up. Custodian responsibilities are explained in the addendum. Please contact Borough office to schedule set up times.

Security Deposit:\$ 250.00
(Security Deposit refunds are mailed approximately 2-4 weeks after event)

Custodian Fee :\$ 100.00
Friday and Saturday Rental Fee:\$ 550.00
Sunday - Thursday Rental Fee:\$ 450.00

Friday and Saturday hall rentals are four hours and must be over by 11:00 P.M. If additional hours are needed, \$100.00 per additional hour is added on the front of the rental. You will have no more than 30 minutes for clean up after your scheduled rental time is up before vacating the premises.

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 on the front of the rental. You will have no more than 30 minutes for clean up after your scheduled rental time is up before vacating the premises.

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 on the front of the rental. You will have no more than 30 minutes for clean up after your scheduled rental time is up before vacating the premises.

The rental fee must be paid in full one (1) month in advance of the event or incur a \$50.00 late fee.

The hall capacity is 120 people. However, this being the absolute maximum, as it would get crowded. It is recommended per [the Fire Marshal's Code] to have 120 people or less.

The hall tables are 72 inches round and seats 8 to 10 people. You must supply your own bartender. Lessees will have full use of the kitchen to re-heat their food, which includes oven, stovetop, microwave, warming box and refrigerator [you are not allowed to cook per the Fire Marshal]. Lessees are responsible for 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.

Revised 12.2.21