

2014 Rental Fees

Curtis Hall

- Afternoons (11AM – 4PM)
 - Weekdays only \$375
- Evenings (7PM – Midnight)
 - Mondays – Thursdays \$650
 - Fridays \$1,750
- Weekends & Holidays
 - Any Five Hours for \$2,300



Glenside Hall

- Afternoons (11AM – 4PM)
 - Weekdays only \$275
- Evenings (7PM – Midnight)
 - Mondays – Thursdays \$500
 - Fridays \$1,150
- Weekends & Holidays
 - Any Five Hours for \$1,750

****Overtime at each hall****

Payable in advance \$400/hour

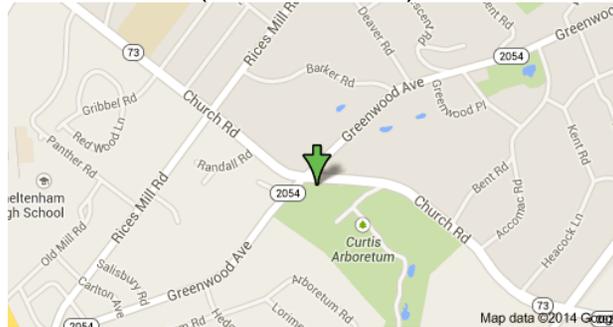
Tenant fees are available for regular monthly affairs.

Activities beyond midnight are prohibited.

Directions

Curtis Hall

1250 West Church Road
Wyncote, PA 19095
(215-885-2428)



Main Entrance located on Church Road (Route 73) between Washington Lane and Greenwood Avenue, opposite the Hillcrest Nursing Home and the Reconstructionist Rabbinical College; convenient to the 309 Expressway.



Glenside Hall

185 South Keswick Avenue
Glenside, PA 19038
(215-885-2428)



Located near East Waverly Road, opposite the Glenside Library; two blocks off Easton Road; convenient to the 309 Expressway.



Cheltenham Township's

Curtis Hall



&

Glenside Hall



Unique Rental Facilities operated by Cheltenham Township's Parks and Recreation Department.



Elegant **Curtis Hall** was once the music room in the lavish Curtis estate. Situated in a lovely 45 acre arboretum with rolling hills, two ponds, and over 50 tree varieties, Curtis Hall offers a uniquely beautiful setting for weddings, anniversaries or other special events.



The air-conditioned hall can seat 100 or accommodate 150 for cocktail-style affairs. A gorgeous ornate ceiling crowns a ballroom with hardwood floors. An adjacent flagstone terrace offers space for cocktail hour and moonlight dancing. A scenic garden area adjacent to the hall is a favorite spot for outdoor weddings.



Kitchen facilities, a stage, ample parking, and handicapped access to the main floor are available.



Rules & Regulations

Eligibility – Applicant must be at least 21 years old.

Fees – are based on a 5 hour rental plus 2 ½ hours preparation plus 1 hour cleanup time. See back of brochure for pricing details.

Refunds – A full refund of your deposit (Less a \$50.00 administrative fee) may be given if an acceptable written cancellation notice is received more than six months prior to your scheduled event. Cancellations less than six months prior to the event will result in forfeiture of money paid to date, less your refundable security deposit if applicable.

Tables & Chairs – A limited number are available for *indoor use only*. Set up and cleaning are the applicant's responsibility.

Reservations – ½ of the rental fee will be collected with the application to reserve the facility. 60 Days prior to the event, the remaining balance plus refundable security deposit is due. Clients renting facilities less than 60 days in advance are required to pay the full amount and refundable security deposit to reserve the date. (A Park Security Officer fee is sometimes applicable.)

Insurance – Certificates of Insurance are required of all caterers. If the certificate is not received at least 60 days before the event, the reservation will be cancelled without a refund.

Alcohol – Alcoholic beverages are permitted, however liquor liability insurance **must be provided by the caterer or applicant**. Sale of alcohol is prohibited. Bars must be set up on a covering to protect floors or carpets.

Built to honor World War I veterans, **Glenside Hall** offers a casual atmosphere great for family-style affairs and wedding receptions.



The main hall of the two-story building is fully air-conditioned, has hardwood floors, and can accommodate 180 seated guests. Kitchen facilities, a stage, on-street parking and handicapped access are available.



****Note: The halls are officially rented only after a contract has been signed and the fees are paid. Additional rules may apply. Please contact Robert Harper, Acting Facilities Coordinator, at 215-885-2428 or bharper@cheltenham-township.org****

Curtis and Glenside Halls do not have an in-house caterer or a preferred catering list. A licensed caterer of your choosing may be used as long as they meet our insurance requirements. Alcohol may be served as long as the caterer carries liquor liability insurance. For "drop off catering" the caterer/restaurant must meet all insurance requirements. Clients are STRICTLY PROHIBITED from bringing/cooking their own food; **only a licensed and insured caterer may supply the food.**