

Cranberry Elks #2249 Rental Hall Information

CAPACITY: The Hall seats up to 160 people.

COST: (Additional charges may apply, see below)

\$400.00 for 4 hour rental **without** bar **OR**

\$450.00 for 4 hour rental **with** a bar package

\$50.00 for every additional hour over 4 hours

Less than 4 hours - \$125.00 per hour

Members of Cranberry Elks #2249 may ask about special pricing.

*****If having a bar, alcohol costs are in addition to the rental fees, see bar options contract.**

RESERVATION FEE & SECURITY /CLEAN UP DEPOSIT

Two (2) Checks are necessary to secure the Hall for your Event date:

1. Reservation Deposit- Should be ½ of total rental cost (you may pay in full if you wish) and received within 10 days after booking your date.
2. Security/Clean Up Deposit - \$150.00 The Security Deposit is fully refundable if the Hall, Kitchen and Restrooms are returned to the same condition as received (based on a pre and post event walk-through).

THE RENTAL BALANCE IS DUE 10 DAYS PRIOR TO THE EVENT

Any and all requested services and arrangements must be handled prior to the day of the event.

RESERVATION & CANCELLATION OF AN EVENT

RESERVATIONS - Reservations for the Hall may be made One (1) Year in advance of the Event Date.

CANCELLATION POLICY - If the Renter cancels the reservation more than 45 days prior to the Event date the Cranberry Elks will refund the deposit. If the Renter cancels the reservation 45 or fewer days prior to the Event date the deposit will NOT be refunded.

PROFIT MAKING VENTURES

PROFIT MAKING VENTURES - Hall use for Profit Making Ventures is subject to the approval of the Cranberry Elks.

WHAT THE CRANBERRY ELKS PROVIDES (Additional charges may apply)

The Cranberry Elks will provide, upon request, the following items:

- 1) Up to 20 Round Linen Table Cloths
- 2) Up to 160 Linen Chair Covers **at \$2 a piece**
- 3) Up to 20 Generic Table Centerpieces that the Renter can customize
- 4) Skirting for Eight Foot Tables with appropriate Top Coverings
- 5) Bar Supplies (Champagne and/or Wine Glasses not included)
- 6) Limited Kitchen Facilities.

The Elks does NOT provide any tableware, flatware, napkins or glassware. These must be provided by you or your caterer. (With a Bar Package, glassware will be available for drinks served from the Bar-see above*.)

GENERAL RULES & CONDITIONS

CLEAN UP- The \$150.00 Security Deposit Fee will not be refunded if the following procedures are not met:

- 1) All wall and ceiling decorations must be removed. Table Cloths, Chair Covers and Centerpieces should be left on the tables.
- 2) Tables must be cleared of tableware, glassware, etc. and trash/ garbage placed in the lined garbage cans provided and located in the Hall.
- 3) The Renter is responsible for ensuring the kitchen is properly cleaned and returned to the same condition as received.

DECORATIONS - There should be No Decorations Nailed, Tacked or Taped to walls. Wall decorations may be affixed using Removable Adhesive Putty or 3M Command Hooks only.

Decorations may be affixed to the Drop Ceiling Frame with wire or string.

No Glitter, Confetti or similar substances or throwing of Rice, Birdseed or similar substances are permitted in or outside the Hall.

SMOKING - The Hall and Associated Areas, such as the restrooms and kitchen, are Smoke Free. There is a designated Smoking Area outside of the Banquet Hall Main Entrance.

PARKING - Parking Area is available for Event at No Extra Charge. The rear of the building and both sides of the building are designated for Event parking.

ALCOHOL -ALCOHOLIC BEVERAGES WILL BE DISPENSED BY BAR STAFF ONLY.

-Alcoholic Beverages are forbidden to be brought on to the premises by the Renters and their Guests.

Violation of this PLCB Law may result in the closing of the Bar and/or the Event.

-PA Liquor Laws are strictly enforced.

-The Cranberry Elks Bar staff are R.A.M.P. Certified and will refuse service to suspected intoxicated persons.

-A Valid ID will be required for Bar Service to any Person(s) deemed to be underage as determined by the Bar Staff.

DAMAGE - Should damage exceed the amount of the Security Deposit, the Renter shall be liable for the additional expenses needed to repair those damages.

CATERING - The Cranberry Elks does not provide in-house catering. Upon request we will provide a list of local caterers. You may use any caterer of your choosing or you may bring in food on your own. No food preparation is permitted in the facility. We only offer use of a refrigerator and microwave. In addition, the caterer must provide proof of Liability Insurance prior to the event.