

# Cheney Hall

*CHENEY HALL is the perfect spot for your family or business event. The elegant architecture of Cheney Hall's makes it a favorite for weddings, banquets, office holiday parties, and family gatherings.*

## Cheney Hall Auditorium

This historic performance and event space (with a flat maple floor) is approximately 62' long by 44' wide. The Auditorium seats as many as 300, when arranged for theatre seating. Arranged with tables and chairs for a banquet or wedding receptions, it seats 150 to 200 comfortably. Cheney Hall provides an exceptional, historic setting for weddings and wedding receptions, business meetings, seminars, banquets, holiday parties, birthdays, anniversaries, etc.



## Silk Room

The Silk Room has recently been renovated with soft hues of tan and cranberry. The room is flexible for use in a variety of ways, and bridal and baby showers, birthday parties and business workshops are perfectly served in this smaller space, with direct access to the kitchen and bathrooms. The Silk Room has a tile floor and dimensions of approximately 40' by 35' with a capacity for theatre seating of approximately 125 and approximately 75 for banquet seating.



## Additional Considerations

- For most events, renters make own arrangements with caterers and table/chair and linen rental services. Please ask for additional details.
- Smoking and open flames (including candles) are not permitted at Cheney Hall.
- For events that will include alcohol, renters or their caterers must provide a **Certificate of Liquor Liability** insurance, covering the Town of Manchester, Little Theatre of Manchester and the Cheney Hall Foundation from alcohol related claims. The best way to provide this is to work with a fully licensed caterer.

## Cheney Hall Rental Rates & Fact Sheet

- Weekday rentals are for six (6) hours, weekend rentals are for seven (7) hours, and each receive an additional two (2) hours for setup time and one (1) hour for cleanup.
- All rentals require a \$150 refundable damage deposit.
- All rentals require an on-site Cheney Hall representative at \$12/hour.
- 50% of total rental fee is required to hold a date.
- All events, including cleanup, must conclude at midnight.

### Rental Rates *(subject to change without notice)*

Room	Weekday (Mon-Thur)	Additional hour	Weeknight (Mon-Thur)	Additional Hour	Weekend (Fri-Sun)	Additional hour
Entire Building	\$500	\$75	\$700	\$100	\$950	\$100
Auditorium <i>300 Max Occupancy</i>	\$325	\$75	\$525	\$100	\$750	\$100
Meeting Room <i>100 Max Occupancy</i>	\$150	\$25	\$200	\$50	\$300	\$50
Kitchen	\$75	\$15	\$75	\$15	\$75	\$15
Dressing Room	\$75	\$10	\$75	\$30	\$75	\$30
Green Room	\$40	\$10	\$40	\$10	\$75	\$10

### Additional Amenities

Trash Removal	\$50
Cleanup Fee	Trash Removal + \$75
Use of Lighting, Sound and Stage Rigging*	\$75 each
Stage Technician*	\$25/hour
Use/Tuning of Grand Piano	\$50 Use + tuning (est. \$100)
Moving of Grand Piano	\$400/each time it is moved
Use of Bar/Stanchions	\$50/\$25
Use of Cheney Hall's tables	\$2-\$5 each
Use of Cheney Hall chairs	\$1 each
Use of Cheney Hall's projector and big screen	\$125 each or \$200 for both

*\*Use of auditorium lighting, sound or stage rigging **requires** the presence of a stage technician at all times with a minimum 2-hour call.*

Additional photos and information can be found at [www.cheneyhall.org/rentals](http://www.cheneyhall.org/rentals). For availability and current rental rates, and to make an appointment to view the building, call Cheney Hall at 860-647-9824.