



## Hallett Center Event Booking Policy

### A. Commercial and Non-Profit Organizations

1. Half Day (4 hours) is the minimum booking
2. Accepted payment methods include: cash, check, credit card or with pre-approved billing.
3. Rental Fee is due at the start of the event or 30 days after receipt of invoice.
4. Any cancellation of seven (7) days or more from the event may be refunded in full. Any cancellation three (3) to six (6) days before the event may be refunded half the amount. Any cancellation made two (2) or fewer days before the event will not be refunded and may not be able to be rescheduled.
5. Non-Profits must present verification at the time of booking.

#### Taxable Rates (unless ST3 is verified):

**Arena Rental Commercial:**

\$700 / daily plus tax

**Meeting Room Commercial:**

\$65 / 4 hours plus tax

\$90 / 8 hours plus tax

**Arena Rental Non-Profit 501©3:**

\$300 / daily plus tax

**Meeting Room Non-Profit 501©3:**

\$30 / 4 hours plus tax

\$50 / 8 hours plus tax

### B. Private Parties and Meetings

1. Half Day (4 hours) is the minimum booking
2. Rental fee is due at the time of booking or within 72 hours of the booking to reserve the room.
3. Any cancellation of seven (7) days or greater from the event may be refunded in full. Any cancellation three (3) to six (6) days before the event may be refunded half the amount. Any cancellation made two (2) or fewer days before the event will not be refunded and may not be able to be rescheduled.
4. One adult is required for every ten children in attendance.
5. No food or beverages may be consumed in locations other than the party room.
6. Additional fees will be charged for any damages done to the facility (i.e. draperies, walls, tables or other equipment being stored in the room).
7. All personal items and food must be removed from the room immediately following the function and the room is to be returned to its original condition.
8. The Hallett Center reserves the right to refuse rental to any parties due to non-payment, damages, delinquency or other reasons.

**Taxable Rates: CONFERENCE ROOM ONLY**

**HCC Members:**

\$50 / 4 hours plus tax  
\$75 / 8 hours plus tax

**Non-Members:**

\$65 / 4 hours plus tax  
\$90 / 8 hours plus tax

**Taxable Rates: FULL USE RENTAL**

**HCC Members:**

\$75 / 4 hours plus tax  
\$95 / 8 hours plus tax

**Non-Members:**

\$85 / 4 hours plus tax  
\$115 / 8 hours plus tax

- For the use of the entire facility, the rental covers up to 15 children. If more than 15 children are going to use the facility there will be a \$5 charge per child.
- The arena and pool can only be used if they are not already booked for events.
- If interested in the waterslide running during non-scheduled hours, please submit the request at the time of booking. It is not guaranteed we will be able to accommodate the request. There is a \$25 / hour charge for the slide.

**C. Decorating**

1. Renters may not drill holes, nail holes or use push pins in the walls.
2. Renters may not use or remove any component, decoration or equipment without authorization from HCC management.
3. No permanent markings or messages. Use of permanent markers is not permitted.
9. Renters may not use tape or adhesives without specific approval by HCC management. Only masking tape is permitted.

**D. Set-Up and Break-Down**

1. Renters may not set up prior to contracted time unless pre-approved by HCC management.
2. Electrical or other equipment needs must be addressed at the time of booking.
3. Any equipment, decorations or food and/or beverages must be removed immediately following the function unless pre-approved. Failure to remove said property may result in a storage or removal charge of \$20.
4. If the room is left exceptionally dirty including and not limited to food debris, frosting stains, beverage stains, decorations, etc. a cleaning fee of \$40 per hour will be assessed. This does not include the price of any equipment needed to be rented to get out the stains.

**E. Function**

1. The Hallett Center is a tobacco free zone. No smoking, vaping or other tobacco use is permitted on the property.
2. The service of alcoholic beverages requires a separate permit. All agreements must be in place prior to the date of the event.
3. Any permanent damage, willful or accidental destruction of HCC property or to the facility may result in additional charges for resulting repairs and/or replacements.
4. All functions must cease at the agreed upon time.
5. It is the responsibility of the renter to return the room as it was prior to the event.

# HALLETT COMMUNITY CENTER COPY

By signing and initialing this page, I am stating that I have read the rules and regulations and agree to these terms.

Renter's Initial \_\_\_\_\_ Date \_\_\_\_\_

HCC Staff's Initial \_\_\_\_\_ Date \_\_\_\_\_

Renter's Signature: \_\_\_\_\_