

# Hallett Center

# Event Booking Policy

## A. Meeting Room and Arena Rental

Half day (4 hours) is the minimum booking

Rental fee is due at the time of booking. Once reserved, payment must be made within 72 hrs. to hold the rental space

Accepted payment methods include cash, check, or credit card

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.

One adult for every 10 children in attendance

No food or beverages may be consumed in locations other than the party room/ arena

Additional fees will be charged for any damage done to the facility

All personal items and food must be removed from the room / arena immediately following the function and the rented space is to be returned to its original condition. An automatic cleaning fee of \$40 is charged if room is not returned to its original condition

The Hallett Center reserved the right to refuse rental to any parties due to non-payment, damages, delinquency, or other reasons

Non-Profits must present their ST3 verification at the time of booking and will be provided a discount

### **Regular Rates**

**Arena Rental:** \$1200 per day

**Room Rental:** \$75

**Full Use Rental:** \$100

## B. Full Use Rental

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 is a \$7 charge per child

The arena and pool can only be used if they are not already booked for events

If interested in running the waterslide, please submit a request at the time of booking. It is not guaranteed we will be able to accommodate the request. There is a \$25/ hr charge for the lifeguard. Minimum 2 hrs.

All policies listed under A. Meeting Room and Arena Rental apply to a full use rental

## C. Decorating

Renters may not drill holes, nail holes, or use push pins in the walls

Renters may not use or remove any component, decoration, or equipment without authorization from HCC management

No permanent markings or messages. Use of permanent markers is not permitted

Renters may not use tape or adhesives without specific approval by HCC management. Only masking tape is permitted.

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

Renters may not set up prior to contracted time unless pre-approved by HCC management

Electrical or other equipment needs must be addressed at the time of the booking

Any equipment, decorations, or food and beverages must be removed immediately following the function unless preapproved. Failure to remove said property may result in a storage or removal charge of \$40

An automatic cleaning fee of \$40 is charged if the room is not returned to it's original condition. If the room is left exceptionally dirty including and not limited to food debris, frosting stains, beverage stains, decorations, etc. Additional charges will be assessed, including the price of any rental equipment needed to remove stains.

## **E. Function**

The Hallett Center is a tobacco free zone. No smoking, vaping, or other tobacco use is permitted on the property

The service of alcoholic beverages requires a separate permit. All agreements must be in place prior to the date of the event

Any permanent damage, willful or accidental destruction of HCC property or to the facility will result in additional charges for resulting repairs / replacements

All functions must cease at the agreed upon time

It is the responsibility of the renter to return the room as it was prior to the event