

Top 10 Hall Rental Q & A

1. Can I get into the hall (Door Code) to decorate the night prior to my event?
 - a. You may lock the day prior to receptions for \$50 and have access the day prior if the day is available at the time you sign your contract and make first payment.
 - b. A door code is issued just prior to your event (the hall coordinator will call you with the code). It is the renter's sole responsibility to only give the code to trusted people. This could be used for decorators, DJ's, caterers or family, but the all responsibilities are always the renters.
2. What if I didn't get my code?
 - a. Call 724-735-4646 and leave a message.
3. What size tables are available for me? (Hall Capacity is 275)
 - a. 8' Banquet Tables – 65 total
 - b. 5' Round Table – 1 for cakes usually
 - c. 275 chairs
4. Can I rent tables and chairs from the hall and use them off site?
 - a. No. Because we use our hall frequently and only have enough for our internal rentals, we do not allow our tables or chairs off site.
5. Can I put a tent up outside of the hall?
 - a. If this was preapproved in the contract. *NOTE: When there is alcohol available, there must be two security guards on site during the event (one inside and one outside).
 - b. There will be a designated area (Roped Off Area) where alcohol can be permitted for this event.
6. Can I cook at the hall?
 - a. The kitchen at the hall is known as a "Warming Kitchen" only. There is no access to stove or other cooking equipment.
 - b. Roasters and other warming devices are acceptable as are chaffing dishes
7. Do I have access to a coffee pot?
 - a. Yes, a BUN coffee maker is available. It must be plugged in about 45min prior to use.
 - b. You must bring your own filters and coffee
8. Will I have internet access?
 - a. We provide limited free wireless internet service.
 - b. You will find a code available for you at the hall.
9. How do I report a concern, damages, or other relevant information?
 - a. Call 724-735-4646 and report everything. It will be addressed over the next few days.
 - b. Emergency calls: 9-1-1 and then report it to 724-735-4646.
10. When will my security deposit be returned?
 - a. Provided there are no damages or deductions from the rental deposit, you can expect it within 2-4 weeks.
 - b. If there are damages or deductions, this matter will be discussed in our regular monthly meeting prior and may take a bit longer.