



FREQUENTLY ASKED QUESTIONS

What do I need to do to reserve the room?

To reserve the room, we must have a completed application and at least a 50% deposit. You can email the application and then call with a credit card payment or mail a check.

What forms of payment are accepted?

Check, credit cards or money orders. NO CASH. Credit cards are subject to a 3% processing fee.

How large is the room?

The room measures approximately 55'x56' feet, and we have seating for up to 160.

Will someone be there to greet us at the beginning of our event?

No. The room is on programmable locks. They will unlock at the beginning of your event and relock at the end. Keep this in mind if you arrive early or leave a little late.

Is setup and cleanup time built into our rental period? Do we have to pay for that as well?

Your rental time of the room must include the entire time you will be utilizing the room – that includes time for set-up and clean-up.

What do I have to do at the end of the event? Do I have to sweep and mop the floors?

Cleanup is simple. If you brought it with you, take it with you or throw it away. We do ask that any excessive messes be cleaned up, but you do not have to sweep or mop the floors. If you used the coffee maker, please rinse it out and dispose of the grounds. If you used the warming oven, please make sure it is turned off.

Are tables and chairs set up in advance? Do we have to take down?

You do not have to set up or take down the chairs. Tables and chairs will be set up according to your specifications and they can be left at the end of your event.

Do you provide table cloths?

Table coverings are not provided.

Do you have wi-fi?

Yes, there is a free wi-fi connection that connects without a password.

Do you have any kind of audio/visual system for sharing presentations or videos?

The A/V system connects easily to a laptop with a HDMI cord that we provide. Once connected, anything that is on the screen of the laptop will be projected up onto the projection screen and the sound will go through the speakers. There is also a microphone available for use.

Are we allowed to have alcohol at our event?

Yes, alcohol is permitted, but for groups larger than 50 attendees, we require security provided by our Township Police Department. Arrangements can be made directly with our Police Department by calling (440) 427-5267.