

PHCC Outside Users' Facility Usage Planning Checklist PHCC

Name of Organization or Person:			
Check One: Private/Person		Corporate	Non-Profit
		IRS/State ID number:	
Name of Contact:			
Phone:		Email:	
Mailing Address:			
Spaces being Reserved:			
<ul style="list-style-type: none"> <input type="radio"/> Harmony Hall <input type="radio"/> Villages Room 			
Date of Event:			
Event Purpose:			
Time of Event: Start		End	
Set up Time:			
<i>(1 hour for set up w/o charge is in addition to the hours reserved for the specific function, but clean up time needs to be accounted for in the overall time for the rental.)</i>			
Donation	_____	x	_____ = \$ _____
	Rate/Hr		Hrs
Reservation Payment Enclosed: (Min. 50% of total)		\$ _____	
		<i>(Non Refundable)</i>	
Add On: Professional Mixer and Sound System	=		\$ _____
Add On: Color LED Accent Light Bars	=		\$ _____
Add On: PHCC provided Bar (Beer and Wine)	=		\$ _____
Remaining Amount Due at time of opening:		\$ _____	
<i>(Remaining amount of Reservation plus any selected add ons)</i>			
Cleaning/Damage Deposit provided on day of event:		\$100 (see note below)	
<i>Deposit for Reservation: 50% Non Refundable Balance Due Day of Event</i>			
<i>Cleaning /Damage Deposit of \$100 is required; <u>this is refundable upon PHCC finding cleanup is satisfactory and free of damage.</u></i>			
	Needed	In Place	Comments
Number of Attendees (provide count)		-	Approximate
Is this a benefit for Non-Profit Organization?	Yes	No	
Are you charging for this event?			
Is alcohol being served or provided?			BYOB is permitted if private function; other type of functions inquire with PHCC

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Is a caterer being used?			
Round Tables (5' Diam) can seat 8			
8-ft Tables			
6-ft Tables			
High Top Tables (have 10)			
Pew Seating		X	Available around perimeter of room
Other Tables			
Tablecloths	NA	NA	Provided by Renter
Podium		X	
Projector		X	
Microphone - Handheld		X	
Microphone - Lavalier		X	
DVD Player		X	
Ipod Connection		X	
Piano		X	(HH) Baby Grand ; (VR) Upright;
Professional Sound System and Mixer and microphones			Additional fee of \$100
Presentation Easel and White Board			
Stage Lights		X	
Spot Track Lights		X	
Refreshments Being Served?			
Trash Barrels		X	Venue provides barrels
Trash Bags	By user		Provided by Renting Party
Kitchen			Limited use; No food preparation
Other			
NEW (2) Chauvet DJ 40" bars color changing LED special lighting accents			Extra cost of \$30 for the pair

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NEW PHCC Bar (Beer and Wine) - this would be required if charging for drinks			Additional fee for bartenders and preparation; proceeds from sales remain with PHCC
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Handouts to Potential Users:

PHCC Facility Suggested Donation Schedule (Attachment)

PHCC Facility Usage Requirements (Attachment)

PHCC Facility Floor Plans (Attachment)

Seating Capacities : Harmony Hall 10 Round tables w 8 at table = 80 (using blue chairs)
10 Round tables w 10 at table = 100 (using metal chairs)
Combination of Round and Rectangular Tables = 100+
General Seating: 175 (freestanding chairs and pews)

Max. Occupancy limits are posted in each room.

OTHER MISCELLANEOUS NOTES
