



# Venue Rental Information

## **Main Room —\$40/Hour**

### **Capacity**

- 100 guests (without projector/screen)
- 80 guests (with projector/screen)

### **Payment Requirements**

- \$75 refundable deposit
  - 50% down to reserve your date
  - Remaining balance due the day of the event
- No refunds; however, reservations can be transferred to another date

## **Galleries — \$20/hour per room**

### **Available Spaces**

- Gallery 1 — English Quilt Gallery
- Gallery 2 — Amish Quilt Gallery

### **Ideal For**

Small gatherings, meetings, displays, break out rooms.

## **The Church— \$100 per event**

Sanctuary-only rental. Perfect for ceremonies, presentations, and intimate gatherings.

## **Licensed Kitchen— \$80 for 4 hours**

Access to a fully licensed kitchen for food prep and service.

## **Linen Rental— \$30**

### **Available options:**

- Black round
- Black rectangular
- White rectangular
- Cream round





## **Projector and Screen — \$30**

Perfect for presentations, slideshows, and events requiring AV support

### **Additional Rentals**

- White Chair Covers: \$30- 50 (depending on quantity)
- White Table Skirts: \$30
- Projector & Screen: \$30

## **Rental Guidelines**

### **Hours**

**April – October:** Mon–Sat, 10am–5pm

**November – March:** Mon–Sat, 11am–3pm

*Weather pending—call ahead to confirm building availability*

### **Cleanup Requirements**

**Refundable deposit is returned if the space is properly cleaned.**

#### **Guests are responsible for:**

- Vacuuming floors
- Dumping trash into the dumpster
- Pulling linens
- Wiping down all used surfaces

### **Food & Catering**

- Outside catering and carry-in food welcome
- Free-use items must be washed after use

### **Free-Use Items**

- Beverage dispensers • Coffee pots • Silverware • Platters & serving items (ask for availability)

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