

Conference - Rental Terms and Conditions

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DEPOSIT

A deposit of \$500.00 is required for all functions at the time of booking. In case of cancellation the deposit will only be refunded if the Hall is rebooked with a similar booking.

Renter(s), upon booking, have to inform the Hall management of approximate number of guests, type of service and possible menu choices.

RENTAL FEES

Hall rental fees are applied in the following manner:

- For a Half Day Rental a \$300.00 fee applies.
- For a Full Day Rental a \$500.00 fee applies.

MENU TERMS

Outside catering is NOT permitted.

Menu choices must be submitted 30 days in advance of the event.

The number of guests must be confirmed no later than **10 business days** prior to the event.

All charges will be based on the number guaranteed on that date or on the actual number of guests served, whichever is the greater number.

Any special menu requests such as; allergies, vegetarians, etc., must be given in writing, 10 business days prior to the event.

DECORATIONS

Decorating the Hall is subject to approval.

The renter(s) are responsible to putting up **and** removing all decorations.

No tape or tacks are to be used anywhere in the hall.

The renter(s) are responsible to any and all damage that may occur as a result of their decorating.

- The following restrictions apply for fire hazard reasons;
- No candles or open flames unless the flame is in a glass enclosure.
- No kerosene or other fuelled lanterns.
- No hay or straw.

LINEN

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Linens will be based on the linen cost and set-up required.

OTHER

30 days before the event ALL DETAILS concerning the menu and times must be confirmed.

Use of the PA System, projector and screen is included.

The Hellenic Center reserves the rights to change any prices at any time, including but not limited to; Hall fees, menu prices, etc., upon their own discretion.

The Hellenic Center is not responsible for the loss, damages or theft of personal property or equipment brought onto or left on the premises.

All Food Charges are subject to applicable taxes and 15% Service Charge. / All Food & Linen Charges are subject to change.

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