



# THE PHOEBE NEEDLES CENTER, INC.

## **PLEASE BE AWARE OF THE FOLLOWING WEDDING/RECEPTION TERMS AND CONDITIONS**

+ The **rental fee** for a wedding or wedding reception in the McCauley Hall Community Center is based on the number of guests you anticipate attending. The facility will accommodate 150 people. These fees do not include the 5% state sales tax:

- \$800.00 for 101 to 150 guests
- \$600.00 for 51 to 100 guests
- \$400.00 for 50 or fewer guests
- \$200 for a wedding rehearsal or rehearsal dinner (or similar event)

+ There is a \$500.00 **damage/cleaning deposit** that must be paid two (2) weeks prior to the wedding or wedding reception; this will be refunded within 14 business days after your wedding, provided no damages or excessive trash are found, and cleaning is required.

+ You are responsible for **leaving the building as you found it**; this includes bathrooms, kitchen, dining area, porches, and outdoor areas.

+ Only the “**responsible party**” (person signing the contract) should contact the Center regarding arrangements for your event. The contact person for the Center is Arlet Greer, Officer Manager.

+ You may **set up** prior to the reception and/or wedding. Please contact the Office Manager as to the time you need to do so.

+ **Tape, nails, putty or thumbtacks may not be used** on any walls or painted surfaces in decorating anywhere inside or outside the McCauley Hall Community Center. Push-pins may be used on the wood trim inside the main dining/meeting room.

+ If **your caterer** requires the use of the kitchen for preparing food or cleaning, and has not been previously approved by the Phoebe Needles Board of Directors, a member of the Phoebe Needles staff must be present while the kitchen is in use. The fee for this is \$50.00 per hour.

+ A **kitchen usage fee** of \$100.00 will be charged for all caterers.

+ There are 12 - 60” round **tables**, 7 six-foot tables, and 8 eight-foot tables available for indoor use.

+ We have approximately 120 dining chairs.

+ There is a fee for the use of **silverware, table clothes, dishes, and glasses**, etc. Please check with the Office Manager for current pricing.

In signing the contract you agree to abide by the “**Terms and Conditions**”, and “**Wedding/Reception Terms and Conditions**,” (if you are renting the facility for a wedding, and/or wedding reception) and acknowledge that you have read and understand the “**Safety Orientation**”, accept responsibility in the event these terms and conditions or safety procedures are not met by you or your guests, and for any property damaged during your stay at the Center.

Have an enjoyable time at the Phoebe Needles Center!

If we can assist you while you are here please let the Executive Director or any of the staff know.

You may call the director at 540-483-1518 or 800-848-1677 at any time in an emergency.