

## Hall Rental Frequently Asked Questions

Q: Do I get a discount on the rental fee if I live in the township?

A: No, we have the rental rates as low as possible and make no distinction between resident and non-resident for the price that we charge.

Q: Do I get a discount for holding a wake or funeral luncheon at the hall?

A: The hall is free for a luncheon or wake for any resident who was living in the township at the time of their death or were living here before going to an institution, such as a nursing home or hospital.

Q: Can I get into the hall the night before my rental to set up?

A: If the hall is not rented, you can access the hall after 5:00 PM for setup for an additional \$50 fee.

Q: The contract says that it costs \$300 AND \$200 security deposit to rent the Community Room. What does that mean?

A: The fee to rent the Community Room is \$300. The \$200 security deposit not only locks in your reservation, it is insurance for us that the hall will be in satisfactory condition when you are done. If it is, you will be refunded the entire \$200 deposit. If there is damage or additional, unusual cleaning is required, you will receive a pro-rated amount. (The same applies to the Meeting Room)

Q: Can you explain the reentry fee?

A: When you rent one of the halls, the Hall Coordinator gives you access to the hall and explains how to operate the door locks so that you can get in and out of the building and secure it when your event is over. If you lock yourself out accidentally or choose to lock the door intentionally and need to be let in again, a \$20 fee will be charged to cover our personnel's time of returning to the hall.

Q: I called to reserve a room, but later found out that it was no longer available. What happened?

A: The date you request is reserved for ten days. If your security deposit is not received within that time, the date is forfeited and can be taken by someone else.

Q: I paid my security deposit to reserve the date of my event. When is the balance of my payment due?

A: Full payment is due no later than 30 days prior to your scheduled date. If full payment is not received, any deposit and the date will be forfeited.

Q: How can I pay my rental fees?

A: All fees must be paid with cash, check, or money order. We cannot accept credit or debit cards at this time. A \$20 fee will be charged for returned checks. All checks and money orders should be made payable to Penfield Township.

Q: I rented the Meeting Hall (Small hall), do I get access to the kitchen?

A: No, the kitchen is part of the Community Room and is not available to those who rent the Meeting Hall. You can plug in crock pots and roasters in the Meeting Hall if needed. You still have access to the maintenance closet for brooms, mops, and water.

Q: Can I borrow items from the other hall for my event?

A: No. Items that are in each hall should remain in that respective hall and are not interchangeable.