



Wedding Reception and Event Policies and Rates

Deposit Fee for Event: \$100

***Facility Rental Fee= \$250**

***Bartender= \$15 per hour if serving beer and/or wine unless using your own licensed vendor/bartender**

*Price includes use of the main gathering room within the facility and back kitchen/loading dock (basement not included), prior cleaning of the facility, clearing of space used, the sound system to be used with a mobile device or CDs, and speakers, tables and chairs. (All artwork must remain in its place during the rental.)

Linens and setup of the space will be the responsibility of the lessee and the time of arrival of those rentals will be communicated to the facility five (5) days in advance of the event. The lessee of the rentals must be present as A Town Center staff will not be responsible for the placement of the rentals within the facility. All rentals must be cleared so as to not compromise the use of the spaces for classes. Failure of this will result in further fees.

The lessee will be responsible for clearing the facility of all trash and garbage at the close of the event and will deposit said items into the dumpster or outside back door prior to leaving the facility.

Housekeeping needed after the event that is deemed inordinate upon the completion of the lease will be assessed and added to the charges in the final invoice. Any damage to the artwork will be charged at the full value of the price listed.

A Set-up day before event, if available will be assessed a charge of an additional \$100.00.

Food and Drink

Catering and alcohol vendors used within the A Town Center, Inc. facility must be licensed and bonded and able to produce a certificate of insurance naming A Town Center, Inc. as additional insured. Proof of license, bonding, and the certificate of insurance must be presented to A Town Center, Inc. no later than five (5) days prior to the event.

Availability of A Town Center, Inc. is predicated on the A Town Center, Inc. calendar of events.