



Thank you for your interest in the Cheltenham Center for the Arts at Elkins Central as a location for your special event. Please review the enclosed rental packet which should answer most questions regarding our facility rentals. We invite you to visit CCA at Elkins Central and will be happy to work with you to make your special event a success.

CCA at Elkins Central Rental Cover Letter

CCA at Elkins Central Rental Hours:

Monday – Saturday, 8am-10pm and Sunday 8am-10pm

Pricing and Room Capacities:

Rates include: One restroom (not handicap accessible), coat rack, and one hour pre and post event clean up time. Extra time is available at an additional charge of \$25 per hour. **Please note that this location DOES NOT have a kitchen space for the staging or preparation of food.**

- Main Room @ Elkins Central
 - Fits 50 people seated, Up to 60 standing
 - \$225 for up to 3 hours
 - Additional hours \$25 per hour

NOTES: Rental rates include one hour pre and post event for set up and clean up.

Event Set-Up:

Please advise number and types of tables you will need no later than one week prior to your event. We have 60 chairs, two 6-foot folding tables that can be used for food and drink, and 10, 2x2 café tables for seating guests. **There are no large, round tables for seating at this location.** Any additional tables and chairs may be rented by the client or by CCA at Elkins Central. **Should you choose to rent additional tables and chairs, they must be removed from the rental space within 12 hours.** Facilities should be left in same condition as they were prior to event, which includes the removal of all trash prior to leaving the facility.

To Confirm Your Date:

Call to confirm that your date and time are available. If so, we will put it on a 10 day hold. A 50% deposit, along with your signature on the last page of this Rental Contract and signed Rental Agreement is due within the 10 day hold period. (Check or cash preferred).

Final payment

Due by cash, check or credit card 10 days prior to event. (Check or cash preferred).

Cancellation/Change Policy:

- | | |
|--|---------------------------|
| • <u>Cancellation more than 60 days prior to your event</u> | Deposit Refunded |
| • <u>Cancellation within 31-60 days of your event</u> | Penalty of 20% of Deposit |
| • <u>Cancellation within 30 days of your event</u> | Deposit is Non-Refundable |
| • If CCA at Elkins Central is made uninhabitable due to weather or other acts of God, all attempts will be made to find an acceptable alternative time for your event. If one cannot be agreed upon, deposit will be refunded in full. | |

7879 Spring Avenue, Elkins Park, PA 19027

elkinscentral@cheltenhamarts.org

PLEASE RETURN ALL PAYMENTS AND CONTRACTS TO CCA DIRECTLY. 439 ASHBOURNE ROAD, CHELTENHAM, PA 19012