



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 – Friday, 10am-10pm, Saturday 11am-10pm and Sunday 12-8pm

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.**

- Venue
 - Fits 40-50
 - \$300 for up to 5 hours (one hour set up, 3-hour event, 1 hour clean up); Additional hours \$30 per hour
 - \$100 refundable security deposit (refunded the week after event provided, space is left as it should be and at the time on the rental agreement)

Event Set-Up:

- 30 white chairs, some additional black, red, or teal metal chairs are available
- 2 – 6' folding rectangular tables that can be used for food and drink
- 10 – 24" round café tables for seating guests, regular table height, 2-3 at a table

There are no large, round tables for seating at this location. Any additional tables and chairs may be rented by the client. **Should you choose to rent additional tables and chairs from an outside vendor, they must be removed from the rental space at the end of your rental time.** 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.** If time and clean up parameters are not met, CCA reserves the right withhold part or all of the security deposit.

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 signed Rental Agreement, signed Covid waiver, and sign last page of policies, is due within the 10 day hold period in order to secure the date. (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:

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| • <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