**Frequently Asked Questions for Hall Rentals**

What are the steps to take if I am interested in renting the Union Hall?

Step 1 Check the availability? See what’s still available on the calendar at the bottom of the web page.

Step 2 Call to schedule your date.

Step 3 Complete the contract from the website, and remit payment.

Step 4 A member of the Hall Rental team will contact you the week of the event to confirm the time you need them to open, and go over the details of your rental.

(If Alcohol is being served at your event, fill out a separate contact that will ensure services of a Police Officer. Our insurance requires a Police officer to be present while alcohol is served at the Hall.

**Q**. How much is the member fee to rent the Hall?

**A**. $175.00 fee and $275.00 Deposit ($450.00) Deposit amount will be refunded in full if facility is left in its original condition.

**Q**. How much is the non-member fee to rent the Hall?

**A**. $275.00 fee and $400.00 Deposit ($675.00) Deposit amount will be refunded in full if facility is left in its original condition.

**Q**. What is the capacity?

**A**. 185

**Q**. How many tables and chairs do you have available?

**A**. 20 8x2 Rectangle tables available at no extra charge, 165 fold out chairs available at no extra charge

**Q**. Is ice available at the event?

**A**. Bagged Ice is available with your rental.

**Q**. Can alcohol be served at the event?

**A**. Yes, but we require you use our contracted company (KOPS) to ensure Police Officer Presence.

**Q**. What are the days & hours of availability?

**A.** Friday 5pm -12pm

 Saturday 10AM -12AM

 Sunday 10AM- 10PM

**Q.** What kitchen appliances are available for use?

**A.** Hall comes with a full kitchen. This included 4 ovens, 2 ranges, dishwasher, industrial size refrigerator, bun warmer, and 2 microwaves.