



510 E. Main Street ♦ Macungie, PA 18062  
 PHONE: (610) 966-7830  
[www.macungieinstitute.com](http://www.macungieinstitute.com)

## 2024 Private Family Party Rates

**Private Family Parties:** (or non-profit volunteer – NO PAID STAFF organizations)

### Auditorium

Includes: 24'x36' room with hardwood floors; 65 padded chairs, ten 8' rectangular tables (96"x29"), eight 4' round tables, kitchen facilities including a sink, refrigerator, microwave and coffee maker, stage (23'x14'), 15' screen and optional podium. Direct access to parking lot with this room only.

Day or Evening Rental	\$200.00	<i>Capacity per set-up:</i>		
		<i>Theater</i>	<i>Classroom</i>	<i>Board Room</i>
		<i>100 people</i>	<i>60 people</i>	<i>36 people</i>

### Conference Room

Includes: 18'x30' room with wall-to-wall carpet; conference table with 16 padded chairs, 4' rectangular table, pull down screen, blackboards, optional whiteboard and easel. No access to kitchen facilities.

Full Day Rental	\$100.00	<i>Capacity per set-up:</i>		
½ Day (4 hours or less)*	\$ 50.00*	<i>Board Room Style accommodating 20 people</i>		

*\*This rental category is already discounted – the residency discount does not apply to this rental.*

### Classroom

Includes: 22'x30' room with wall-to-wall carpet; 29 padded folding chairs, nine 6' rectangular tables, five 5' rectangular tables, pull down screen, blackboards, optional whiteboard and easel. No access to kitchen facilities.

Full Rental	\$100.00	<i>Capacity per set-up:</i>		
½ Day (4 hours or less)*	\$ 50.00*	<i>Theater</i>	<i>Classroom</i>	<i>Board Room</i>
		<i>50 people</i>	<i>30 people</i>	<i>30 people</i>

*\*This rental category is already discounted – the residency discount does not apply to this rental.*

- Access to Video Projection/Audio System/Microphones is an additional \$55.00 fee.
- The serving of alcohol is an additional \$75.00 fee & A Certificate of Insurance is required.
- Macungie Borough residents will receive a \$25 discount on full day rental rates.
- All rentals require a \$75.00 refundable security deposit, which can take 4-6 weeks to process.
- All rooms listed above are handicap accessible.
- Requests to bring in additional furniture must be approved in advance.
- Please note our cancellation policy.



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## 2024 Business Room Rental Rates

**Private Family Parties:** (or non-profit volunteer – NO staff organizations)

### **Auditorium**

Includes: 24'x36' room with hardwood floors; 65 padded chairs, ten 8' rectangular tables (96"x29"), eight 4' round tables, kitchen facilities including a sink, refrigerator, microwave and coffee maker, stage (23'x14'), 15' screen and optional podium. Direct access to parking lot with this room only.

		<i>Capacity per set-up:</i>		
Full Day (more than 4 hours)	\$325.00	<i>Theater</i>	<i>Classroom</i>	<i>Board Room</i>
½ Day (4 hours or less)	\$225.00	<i>100 people</i>	<i>60 people</i>	<i>36 people</i>

### **Conference Room**

Includes: 18'x30' room with wall-to-wall carpet; conference table with 16 padded chairs, 4' rectangular table, pull down screen, blackboards, optional whiteboard and easel. No access to kitchen facilities.

		<i>Capacity per set-up:</i>		
Full Day Rental	\$175.00			
½ Day (4 hours or less)	\$125.00	<i>Board Room Style accommodating 20 people</i>		

### **Classroom**

Includes: 22'x30' room with wall-to-wall carpet; 29 padded folding chairs, nine 6' rectangular tables, five 5' rectangular tables, pull down screen, blackboards, optional whiteboard and easel. No access to kitchen facilities.

		<i>Capacity per set-up:</i>		
Full Day Rental	\$175.00	<i>Theater</i>	<i>Classroom</i>	<i>Board Room</i>
½ Day (4 hours or less)	\$125.00	<i>50 people</i>	<i>30 people</i>	<i>30 people</i>

- Access to Video Projection/Audio System/Microphones is an additional \$55.00 fee.
- The serving of alcohol is an additional \$75.00 fee & A Certificate of Insurance is required.
- Macungie Borough businesses will receive a 10% discount on room rates
- All rentals require a \$75.00 refundable security deposit, which can take 4-6 weeks to process.
- All rooms listed above are handicap accessible.
- Requests to bring in additional furniture must be approved in advance.
- Please note our cancellation policy.