



510 E. Main Street ♦ Macungie, PA 18062
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www.macungieinstitute.com

FREQUENTLY ASKED QUESTIONS

What types of events are normally held at the Macungie Institute:

We host many different events! Some examples include bridal and baby showers, birthday parties, anniversary parties, rehearsal dinners, small wedding receptions, christening parties, memorials and celebration of life events, corporate meetings, team building events, contract negotiation meetings, interviews, one on one consultation sessions, educational classes, workshops and training sessions.

What are the different room sizes, room differences and how many people can fit in each?

Auditorium: is a 24'x36' room with hardwood floors; 65 padded chairs, ten 8' rectangular tables (96"x29"x2¼"), eight 4' round tables, kitchen facilities including a sink, refrigerator, microwave and coffee maker (there is NOT a stove or oven available), stage (23'x14'), 15' screen and optional podium. This is the only room offering direct access to parking lot. The maximum capacity of this room is 100 people.

Conference Room: is an 18'x30' room with wall-to-wall carpet; conference table with 15 padded chairs, 4' rectangular table, pull down screen, blackboards, optional whiteboard and easel. There is no access to kitchen facilities with this rental. There is access to a utility sink in the supply closet. The maximum capacity of this room is 25 people.

Classroom: is a 22'x30' room with wall-to-wall carpet; 40 padded folding chairs, nine 6' rectangular tables, five 5' rectangular tables, pull down screen, blackboards, optional whiteboard and easel. There is no access to kitchen facilities with this rental. There is access to a utility sink in the supply closet. The maximum capacity of this room is 50 people.

If you envision a specific table set up that you did not see pictured on our website or have a larger number of attendees, please make an appointment to view the room in person prior to signing a User Agreement.

Are there any additional fees?

- Each rental requires a minimum of \$75 refundable security deposit. Providing the space is properly cleaned, there is not any damage found or evidence of prohibited items used, this is usually returned in the form of a check via the mail. This process usually takes 4-6 weeks.
- Access to Video Projection/Audio System/Microphones is an additional \$55.00 fee.
- The permission to serve alcohol is an additional \$75.00 fee and a Certificate of Insurance is also required.

How long am I able to use the space?

Full-day rentals are available from 8am to 10pm.

Half-day rentals are available in 4-hour blocks, typically 8am-12pm and 1pm to 5pm, unless otherwise indicated.

Can I set up the night before?

No, access to the building is only permitted during the hours listed on your signed User Agreement.

Do you offer any discounts?

- Macungie Borough residents will receive a \$25 discount on full day rental rates.
- Macungie Borough businesses will receive a 10% discount on all room rental rates.

Please note Macungie Borough Residents are those that live within the Borough. This is different from those who have a Macungie mailing address.

Is the Macungie Institute Handicap accessible?

Yes, all rooms are handicapped accessible. The parking lot is on the same grade as the front door, making the transition inside the building very easy. There are interior steps to the Auditorium, however there is a handicap ramp with an automatic door to ease entry. Our restrooms can accommodate handicapped guests.

Am I able to rent furniture and have it delivered to the Institute?

Yes, however approval MUST be obtained in writing and at least two weeks in advance.

What is your cancellation policy?

Events cancelled by the renter more than 30 days before the event are subject to a \$30 cancellation fee.

Events cancelled by the renter 30 to 15 days prior to the event are subject to a 25% cancellation fee.

Events cancelled by the renter within 14 days of the event are subject to a 50% cancellation fee.

What exactly is the \$75 alcohol fee and can you explain the Certificate of Insurance requirements?

The Macungie Borough Council put in place the option for our renters to be able to serve beer and wine during their rentals. The \$75 alcohol fee is required for the ability to serve these beverages and MUST be noted on the User Agreement. The Macungie Institute does not provide any beverages.

The approved alcoholic beverages to be served include: beer, wine, champagne, and punch. The use of Kegs is prohibited.

As for the Certificate of Insurance, this can often be obtained through the renter's homeowners insurance policy or through a company specializing in event insurance. Google can help you locate companies offering event insurance. The certificate of insurance must (i) name the Macungie Institute and the Borough of Macungie as certificate holders and (ii) the MI, the Borough of Macungie and their trustees, officers, agents and employees as additional insureds. The insurance shall be an "occurrence" policy and be in effect throughout the period in which the use of the MI is offered to User. The insurance shall have minimum limits as follows:

- a. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 aggregate;
- b. Commercial Auto Liability - \$1,000,000 combined single limit; and
- c. Workers Compensation - Statutory Limits

Am I able to decorate for my event?

Yes! There are many examples of room decorations on our website. Please note that we do not permit ANY confetti or glitter in the building. If you purchase balloons with confetti or glitter inside, do not pop or dispose of these balloons on the property. If confetti or glitter is found, your security deposit will be withheld. You are welcome to decorate with balloon arches, banners hung between large helium balloons and other creative ideas which do not involve adhering anything to the walls, doors or door jams. Tape, command strips or any type of adhesive are prohibited. Evidence of these items being used will result in a reduction of your security deposit. If you tie balloons to table and chairs, please remove ALL the tying material when finished.

Am I allowed to use the grass area outside?

Each rental is only for the room specified on the User Agreement. While we would love to offer the outside area, we ask that you contain your guests to the room indicated on your User Agreement.

If no one is using the other rooms during our rental, is it ok to allow the kids to run around in them?

Each rental is only for the room specified on the User Agreement. Please do not enter any room other than that which is listed on your User Agreement. Violation of this could result in the security deposit being withheld.

What is expected of me to receive my full security deposit refund?

Great question! We expect the following:

- There to be no physical damage to the building, furniture, or property.
- The floors to be swept, the trash bags to be tied and placed into the outdoor receptacle, the trash bag liners to be replaced, tables and chairs to be wiped down, and spills to be mopped.
- The room to be set up in the configuration shown on the posted picture. If you have access to the kitchen space: the counters to be wiped down, the sink to be empty and wiped out, the refrigerator to be empty, all dishes/coffee makers/utensils are to be cleaned, dried and placed away properly.
- No traces of confetti or glitter to be found.
- No traces of tape, command strips or any other type of adhesive product found. This includes the tables, walls, doors, and door jams.
- If AV was rented, all cables and accessories must be present, and the system must be in working order.

What if I find damage when I enter the building?

Take pictures and immediately email them to the coordinator that you sent you the User Agreement's email address.

Can I pay online?

Yes! Credit card payment can be processed through our website. There is a service fee charged.

What if I decide to add AV once I am already in the building? Can I pay for it later?

Unfortunately, this is not possible. The audio-visual tower is kept locked. Arrangements for use must be made in advance and indicated in your User Agreement.

How does the rental process work?

- *Step One:*

Review the pricing, room dimensions, capacity limits, furniture included and Frequently Asked Questions on our website. Decide if the Macungie Institute is a good fit for your event.

- *Step Two:*

Fill out the inquiry form on the "Contact" tab of our website. Be sure to include the following information: Renter Name, Address, Email Address, Cell Phone Number, Date of Event, Desired Room, Description of Event, Do you wish to serve alcohol, Do you wish to utilize the AV features.

- *Step Three:*

If the desired room is available for the date requested, you will be emailed a User Agreement. You have two weeks to return the signed agreement and make your payment. If you do not return the signed agreement and make your payment within two weeks from the date of the User Agreement, the agreement is void and the room becomes available for someone else to rent. The Macungie Institute is not responsible for contacting the potential renter to check the status of the agreement.

- *Step Four:*

Final payment must be made 30 days prior to the event date.

- *Step Five:*

Make arrangements to pick up your key the week prior to the event. The Macungie Institute office is open on Tuesday & Thursday, from 9am to 1pm. Arrangements can be made in advance to pick up the key at Macungie Borough Hall, located at 21 Locust Street, Macungie. The Borough Hall office is open Monday through Friday 8am to 4:30PM.