

## GENERAL INFORMATION FOR THE RENTAL OF THE EVENT SPACES AT 238-242 E HIGH ST IN CONNECTIONS ON HIGH

- The event spaces are limited to the back portion of Connections on High and do not include any other areas of the building.
- Events must not cause undue wear and tear on the building, nor create intrusive noise to the neighboring community, odors, debris or any other factors detracting from the dignity of the edifice or the functioning of the event space.
- Customers are responsible for assuring that the event space is left in its original condition at the conclusion of the event. This includes, but is not limited to, returning all furnishings to their original positions, removing all decorations from the walls and trash from the floor, cleaning up all spills, and removing all event materials from the space.
- Customers are liable for all damage incurred to the event space. A Payment Authorization Form is required to cover the Damage/Cleaning Fee if needed.
- Strict adherence to the maximum capacity is enforced in compliance with fire regulations. *Maximum capacity for our **Large Meeting Room** is 133 auditorium seating and 96 at round tables. Our **Small Meeting Room** will accommodate 25 people auditorium seating and 16 people at round tables.*
- There is A NO SMOKING and NO ALCOHOL (except wine and champagne) policy is in effect at all times.
- No items may be permanently fastened to doors, walls, floors, glass or any other part of the building.
- Rental requests must be submitted at least 15 business days prior to the event. Approval is subject to availability and authorization of the Rental Coordinator. A **\$100 security deposit** is due upon the request approval. The amount is deductible from the final amount due, less any damages incurred to Connections on High property during use of the facilities. If the security deposit is not received within three (3) days of the Approval, the space will be released.
- Connections on High (COH) is available to cater events for those requiring lunch and regular coffeehouse fare during cafe business hours. No food or drink items that COH serves may be brought in from an outside vendor. Food and drink items that are not offered by COH may be catered through an outside vendor. Outside vendors must be approved through the Rental Coordinator at least five (5) days prior to the event.
- The event space is available to rent during daytime and evening hours Monday - Saturday and Sunday afternoon and evenings.
- Event space fees are based on minimum of three (3) hours. Hours reserved must include the event's time to set up their decorations and remove everyone once the event is over.
- Visitor safety and access to public areas must be maintained during set-up period.



- Floor plans, decorations, sound, stage, lighting and other arrangements must be approved by the Rental Coordinator at least 72 business hours prior to the event. Customers furnished music and media shows such as CDs and DVDs should also be provided 72 business hours prior to the event.
- All sound checks must take place during the set-up hour with the venue's technician.
- No deliveries will be accepted by COH staff for an event. Customers must bring all items with them at the time of set-up.
- The event space reserves the right to disallow access to the building to any customer or vendor who has violated these guidelines.

### RESERVING THE EVENT DATE

Customers must reserve the event date by filling out a Rental Request form. Rental request must be submitted 15 business days prior to the event. In order to secure the date, a **\$100 security deposit** must be received by the Rental Coordinator along with the approved Rental Request form. If the deposit is not received with three (3) days of Approval, the space will be released.

### FEES

Please note the chart of fees below. The event space fee is based on a minimum of three (3) hours for the Large Meeting Room and two (2) hours for the Small Meeting Room.

The security deposit is deductible from the final amount due, less any damages incurred to Connections on High property during use of the facilities.

Non-profit organizations may qualify for a 10% discount on the event spaces fee. The organization's non-profit certificate is required to receive the discount. Other fees are not discounted.

For an itemized invoice, please call the Rental Coordinator at 484-686-4554.

Security Deposit	\$100 (Applied to final payment)
Large Meeting Room	\$250 for up to 3 hours. \$50 per hour for additional hours.
Small Meeting Room(s)	\$75 for up to 2 hours. \$25 per hour for additional hours.
A/V Technician*	\$150 for up to 3 hours. \$35 per hour for additional hours.
Additional Tables	\$10 each

*\*Required for all events requesting sound, lighting, and multimedia presentations.*

### PAYMENTS

**Deposit:** A \$100 deposit must be received along with the rental request form in order to secure the event date.

**Final Payment:** Final payment is due fifteen (15) days prior to the event date.



**Payment Form:** Connections on High accepts business checks, Visa and MasterCard. If using a business check, credit card must be on file with Connections on High. Payments can be made online or sent to:

**Connections on High**  
ATTN: Rental Coordinator  
c/o Liz DeFrain  
100 Limekiln Road  
Bechtelsville, PA 19505

## **CATERING**

Connections on High (COH) is available to cater events for those requiring lunch and regular coffeehouse fare during cafe business hours. Outside vendors must be approved through the Rental Coordinator at least five (14) days prior to the event. Contact the Rental Coordinator for details.

## **CLEAN-UP**

Customers are responsible for assuring that the event spaces are left in its original condition at the conclusion of the event. This includes, but is not limited to, returning all furnishings to their original positions as you found them when entering facility, removing all decorations and trash. cleaning up all spills and removing all event materials from the space. \*See Damage/Cleaning Deposit below

## **AUDIO/VISUAL AND GENERAL TECHNICAL SUPPORT STAFF**

An A/V technician is **required** for all events requesting sound, lighting, and multimedia presentations. We will determine whether a technician is required, based on your request.

## **CANCELLATION OR RESCHEDULING**

Events must be cancelled in **writing** and must be submitted to the Rental Coordinator. Phone calls are NOT acceptable. Please note this schedule of Refunds:

- Events cancelled more than 30 days prior to the event are eligible for a 100% refund of the total cost, minus a \$25 administrative fee. If **rescheduled at the time of cancellation**, the \$25 administrative fee will be waived.
- Events cancelled within 30 to 15 days of the event are eligible for a 50% refund of the total cost, minus a \$25 administrative fee.
- Events cancelled less than 15 days prior to the event, are not eligible for a refund.

## **DAMAGE/CLEANING DEPOSIT**

A \$150 Damage Deposit is required for all events. This must be done via a credit/debit card or cash. Users assume all responsibility in leaving the space in the condition it was found in when they arrived. In the event the facility is not left in the condition it was found, the Damage/Cleaning Fee will be assessed at \$50 per hour (Minimum \$100 charge) This deposit, less payment for damage done beyond normal wear and tear, will be released or charged within three days following the completion of the event.

## **EQUIPMENT OFFERED**

The following equipment is available for events:

- (130) beige chairs
- (1) check-in/information table
- (4) 6' folding tables
- (12) 6' round tables.(maximum 8 at table) 5 Tables are included in Rental Fee.  
\*Additional tables are available @ \$10 per table up to 12 tables.
- (4) Wireless microphones \*with Tech Fee
- (6) Music Stands
- (7) Video Projection \* AV Tech required for ALL events requesting sound, lighting and multimedia presentation
- (8) Sound System \*AV Tech required for ALL events requesting sound, lighting and multimedia presentation

Additional furniture may be available and can be requested during a site visit. There is no fee for using approved equipment and furnishings in the event spaces. Any additional equipment required will need to be provided by the customer.

## **SITE VISITS**

Site visits may be scheduled with the Rental Coordinator between the hours of 10:00 am and 4:00 pm Tuesday through Friday. Event logistics may be discussed at that time.

## **GUEST CHECK-IN**

Check-in or welcome tables must be staffed by the customer. Venue staff will not assist with guest check-in.

## **PARKING**

There is a 92 spot parking lot behind the Connections on High (NY Plaza). Public on-street parking is available.

## **HANDICAP ACCESSIBILITY**

Access for physically challenged individuals is available through the front entrance. In addition, there is an elevator that can be accessed from the rear of the back (upon request) and handicap accessible restrooms are available.

## **VENDORS**

All vendors must be approved by the Rental Coordinator and a current copy of their business license and insurance certificate must be filed with the Rental Coordinator at least 5 days prior to the event.

## **IF USING A CATERER PLEASE READ AND COMPLETE THIS SECTION**

### **CATERERS**

- All trash must be removed from the building at the conclusion of the event. Dumpsters are located behind the building. Trash items must be placed in the appropriate dumpster.
- The caterer must coordinate the set-up and tear-down with the Rental Coordinator.
- All food must be prepared off-site. Only microwaves ovens and food warmers are permitted.
- No deliveries will be accepted by Connections on High Staff for any event.
- Caterers shall be responsible for all preparation, materials brought into the building, and clean-up. Furthermore, in no case may any catering equipment, food or trash be left in the building after the conclusion of the event. Connections on High will not be responsible for any lost or stolen catering equipment or other supplies.
- Caterer must supply equipment and products

### **CLEAN-UP**

- At the conclusion of the event, the event space must be cleaned thoroughly (including the floors). All trash cans must be emptied and all trash must be removed from the building.
- After clean-up, the catering supervisor and Connection on High Staff must conduct a walkthrough of all areas to ensure the building is in acceptable condition.

### **LIABILITY INSURANCE**

All caterers working the event space at 238-242 E High St must have proof of a basic business license from the State of Pennsylvania and a current insurance certificate on file with the Rental Coordinator that lists Connections on High as an Additional Insured for use of the facilities and meets the following insurance limits:

- Commercial General Liability: \$1,000,000 per occurrence, including coverage for products liability.
- Evidence for the coverage must be received at least five (5) days prior to the event

Contact Rental Coordinator at 484-686-4554 or [rentals@connectionsonhigh.com](mailto:rentals@connectionsonhigh.com) with questions.

If any of the above guidelines are not followed, a \$250 fine will be applied.



For events requiring an outside caterer, please sign and return this page to the Rental Coordinator

**CATERER AND VENDOR INFORMATION (IF APPLICABLE):**

Catering Company \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone and Email \_\_\_\_\_

Florist \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone and Email \_\_\_\_\_

Event Planner \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone and Email \_\_\_\_\_

Musicians \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone and Email \_\_\_\_\_

\_\_\_\_\_ I have read the guidelines pertaining to the rental of the event space and to vendors and caterers.

\_\_\_\_\_ I agree to comply with the guidelines.

**Customer**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Caterer**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_