



## Hall Rental Information

### What is included in renting the Hall:

- Banquet tables (8 feet by 30 inches) and metal folding chairs for 300 people.
- Use of the commercial-grade kitchen: one double-door refrigerator, one freezer, 10-burner gas stove, two gas ovens, a warming oven, several large commercial cookie/sheet pans, stainless steel island, sinks and dishwasher.
- Tableware: plates, cups, silverware, coffee urns, and water pitchers.
- Bunn coffee maker: double-sided, each side making 36 cups of coffee. Coffee filters are included. To make coffee, use 1.5 cups of coffee per side. This will be strong coffee.
- Projectors available upon request. Please schedule a time prior to rental to learn the projector system and run through program.
- Hanover Guest Wi-fi password: Guest@COH

### Additional services available:

- Ice machine: Machine makes hundreds of pounds of ice daily. Included in rental fee.
- Conference Room may be rented for an additional \$100.

### Renter needs to bring:

- Coffee for the coffee makers. Commercial coffee filters are provided. To make 36 cups, use 1.5 cups of coffee (strong).
- Serving dishes.
- Utensils for serving and/or cooking.
- Linens.
- Rags and towels for cleaning tables and kitchen area.
- Dish soap for items washed by hand.
- Decorations for event.

### Renter responsibilities:

- Set up chairs and tables prior to event.
- After event, clean tables.
- After event, clean chairs.
- Pick up garbage from inside the hall, including the floors, and the parking lot and/or grass.
- Sweep floor and then mop floor.
- Remove garbage and place in dumpster behind hall. Replace garbage bags in containers.
- Recycling bin is located to the left of the back door.
- Remove decorations from hall, outside building, parking lot or road. Parking lot needs to be clean of all bottles, cans, cups, or other debris.
- Turn off lights.
- Lock front and back doors.
- Return key in gray box outside front door.