

The Grand Hall

City of Mount Holly Citizens Center

Events of a Lifetime

RENTAL FEE SCHEDULE- 2008

ENTIRE GRAND HALL:

Rental of the Grand Hall will include the entire east end of the Citizens Center, being approximately 33 feet wide and 210 feet long, and including adjoining bathrooms and kitchen preparation area (upon completion). The rental for this complex shall be \$1,000.00 per day for residents inside Mount Holly city limits and \$1,500.00 per day for residents outside Mount Holly city limits. Organizations within the city limits of Mount Holly shall be \$500.00 per day and organizations outside our city limits \$1,500.00. An additional meeting room with a divider can accommodate dressing for an additional \$200.00 per day.

GRAND HALL, NORTH END:

Rental of the north end will include an area approximately 33 feet wide by 50 feet in length, and including adjoining bathrooms and kitchen preparation area (upon completion). The rental for this section shall be \$250.00 for 4 hours, and \$500.00 per day, for inside and outside residents and all organizations.

FACILITY RENTAL POLICIES

1. Rental: The Grand Hall will not be considered “reserved” until a responsible party 21 years of age or older signs the City’s Rental Agreement and provides a deposit of ½ the rental. The balance of the rental will be due at least sixty days prior to the event. Failure to pay the balance of the rental in a timely manner may result in an immediate forfeiture of the deposit and loss of “reserved” status. The City shall not be responsible for reminding the client of the due date for the balance of the rent. No deposit will be refundable, but can be applied to an alternate available date.
2. Damage deposit: A damage deposit of \$300.00 will be required for the entire hall and \$200.00 for the north end only, of which \$50.00 is refundable if no damages occur. If the client or guests damage the hall in excess of the amount of the deposit, then the client will be responsible for the difference to repair such damages. If there is no damage, the deposit will be returned within three business days of the event.
3. Setup: Setup for the Grand Hall or the north end can begin at 9:00 AM on weekends and 4:00 PM on weekdays. Events cannot begin before 5:30 PM on weekdays.
4. Hours: All events shall conclude by 11:00 PM, and all clean-up and removal of trash and equipment shall be concluded by 12:00 Midnight for the north end only and 1:00 AM for the entire hall. Upon prior arrangement, rental equipment may be removed the following morning.
5. North end hours: Rental of the north end for a 4-hour period includes setup and clean-up. The 4-hour rental shall take place between 9:00 AM and 11:00 PM on weekends and 4:00 PM and 11:00 PM on weekdays. There will be an additional charge of \$125 per hour if the event exceeds 4 hours.
6. Capacity: The seated capacity of The Grand Hall is 504 guests and the seated capacity of the North End is 96 guests. If the number of guests exceeds these numbers, arrangements must be made with the Event Coordinator to determine the room setup for up a maximum of 750 people for the entire Grand Hall or 140 people for the North End.

7. City functions: There shall be no rental charge for use of the facilities for the benefit of departments of the City and the Community Relief Organization. These activities will be limited to twice per twelve-month period, and will not be held during the peak event season, i.e. April, May, June, and December.
8. Uses: No part of the Grand Hall may be used as a regularly scheduled meeting site.
9. Caterer: City will maintain a list of approved caterers. If client desires to use another caterer not on the approved list, then such caterer must be pre-approved at least thirty (30) days prior to event. Caterers must have a Mount Holly privilege license and any other license required from the health department and must have liability insurance showing City as an additional insured in an amount of at least \$300,000.00. Only areas designated for the event shall be used by the caterer.
10. Renter Responsibilities: All plans and arrangements are to be reviewed and approved by the Event Coordinator.
11. Cleaning: The clients shall be responsible for sweeping the floors and removing all trash. The client will dispose of trash in a dumpster provided by City. They will also report any damages to the facility.
12. Rental of Equipment: Rental of Tables, Chairs, Linens, etc. will be exclusively through a vendor or vendors selected by the City. A price list shall be provided that will be good for twelve (12) months.
13. Decorations: No decorations or other objects shall be affixed to walls, windows or other building surfaces.
14. Violations: Violation of rules and regulations for the hall or inappropriate behavior will result in the client or guests being barred from the facility.

ADDITIONAL RULES PERTAINING TO ALCOHOLIC BEVERAGES

A. Alcohol Usage. If applicant desires to have beer, wine, and/or liquor consumption during an event, this information must be included on the rental agreement.

B. Hours. No alcohol may be consumed on the premises prior to 5:30 PM on weekdays or 12:00 Noon on Saturdays. No alcohol shall be allowed in the Grand Hall on Sundays.

C. Permits. Client must provide to the Event Coordinator a copy of the necessary ABC permit at least 24 hours prior to any weekday event, or by Noon on Thursday prior to a weekend event. All permits shall be issued in Client's name and may be for beer, wine, and liquor. No alcohol will be consumed upon City premises except inside the Grand Hall. All alcohol must be removed from the premises within one hour of the conclusion of the event.

D. Security. All events serving or allowing alcoholic beverages shall be required to employ one or more off-duty Mount Holly police officers. The cost of such security will be provided by the Event Coordinator at the time of the application and shall be payable by Client at the time the final rental payment is due. Smoking shall not be allowed in the Grand Hall, restrooms, kitchens facilities or anywhere else within the Citizens Center.

E. Safety. The following shall be prohibited within the Grand Hall: candles, decorations blocking exits or impeding required corridor area, pyrotechnics, firearms, electrical devices which in the opinion of the Event Coordinator creates an unnecessary hazard. Disruptive behavior will not be tolerated and the Event Coordinator and/or City Police may close the event and no refunds shall be paid.