

ABERDEEN COMMUNITY AND DISTRICT HALL INFORMATION

HALL SEATING CAPACITY: 500 (200 chairs are left out the rest are under the stage.)

TABLES: 55 Square (5' x 3' seats 6, Capacity 330 guests), 30 Round (60" across seats 6 to 8, Capacity 180 – 240 guests). The renter is responsible for moving tables, chairs and other equipment in the hall prior to, during and after any hall function. Black White, or navy round tablecloths are available for rent.

STAGE: 24' x 10' with extensions on each end for 32' x 10' (30" High)

Bar: Separate room at end of the hall for serving with cooler.

SOUND SYSTEM: available

KITCHEN:: Fully equipped commercial kitchen. large walk in cooler, serving warmers, dishwasher, ect

MEETING ROOM: Can be used for food serving area

FLOOR: Wooden dance floor 32' x 56'. Surrounding floor is tile 12' on each side and 8' at the back of the Hall

BOARDS FOR DECORATING: Set of five on each side and two up front. Large 8' x 5 1/2". Walls are not to be used for decorations.

ELECTRICAL: 220 volts available at stage for a band

AMENITIES: Air conditioning, ceiling fans, sound system, coolers and freezers, wifi available for a fee.

RENTAL FEES

MAIN HALL ONLY : \$500.00 per day

KITCHEN: \$300.00 per day.

3 DAY RENTAL: \$2400.00 includes the entire building rental

SET UP/TAKE DOWN: \$400.00 per day.

No earlier than 12pm the day of set up. Take down that following day must be done by 12pm

Option 2- Set up day prior after 4pm is 250.00.

SMALL MEETING ROOM: \$100.00 per day

CLEAN UP: \$150.00 deducted from the damage deposit if required

WIFI: \$10.00

TABLE CLOTHS: \$5.00 each or a bin 10 for \$50.00 Head table skirt \$20.00 round table clothes available in black, white or navy.

DEPOSIT AT THE TIME OF BOOKING: 50% of your total rental amount

DAMAGE DEPOSIT (Refundable): \$500.00, includes the Key deposit

DAMAGE/KEY DEPOSIT AND THE BALANCE OF THE RENTAL IS TO BE PAID TWO WEEKS IN ADVANCE OF THE EVENT. Preferred method of payment is e-Transfer.

CANCELLATION: The Hall reserves the right to cancel this rental agreement prior to a function at any time, subject to full refund of the deposit. Cancellation by the renter shall require a minimum of three months' notice for a 50% refund of the deposit. No refund will be given for any cancellation with only two (2) weeks' notice prior to the function. All refunds will be at the discretion of the Board.

RM rate payers and Town of Aberdeen residential tax payers get 10% rental discount.