

Town Hall Rental Frequently Asked Questions

1. What is the size of the Town Hall?
 - a. The room is 50ft x 50ft. The side wall is 10ft high and the vault in the ceiling is 16ft high.
2. What is the capacity of the room?
 - a. Capacity of the room is 150 people
3. Do you supply any tables and chairs?
 - a. We have the following available for *inside use* only
 - i. Rectangular Tables:
 1. 20 8ft long tables
 2. 2 6ft long tables
 3. 1 5ft long tables
 4. 2 4ft long table
 - ii. Padded Chairs
 1. 150 black chairs
4. What are the limitations on decorations?
 - a. Candles must be enclosed in hurricane glass, vases or other receptacles, and must be approved by the Town Hall Coordinator.
 - b. Decorations, banners, or signs may be affixed to acoustical panels with push pins. Nothing may be affixed to painted walls.
 - c. Permanent signage provided by the Township may not be removed and/or covered up.
 - d. Confetti, rice, birdseed, fake petals or other like items are prohibited within the Town Hall or the surrounding Township property.
 - e. Fog/smoke machines are also prohibited.
5. Is there a kitchen?
 - a. There is a caterer's kitchen which includes:
 - i. Refrigerator
 - ii. Microwave
 - iii. Sink
 - iv. Cabinets and counter space
 - v. Pass-through serving windows
 - b. One roll of paper towels is supplied, if more will be needed you must bring your own and other rags/towels as needed.

6. How late can we stay?
 - a. Your event must have all cleaning completed and decorations and equipment out of the hall by 12:00a.m. or you will be charged \$100.00 against your damage deposit plus \$50.00 per hour for cleaning.
7. Can we set up for our event the night before?
 - a. Yes, if there is not another rental and you pay for the time. There is a 2 hour minimum rental time.
8. What happens if I my rental company is closed on Sundays?
 - a. Rental equipment (except dance floors) must be neatly stacked in hallway for pick-up by 2:30 p.m. on Monday a \$100.00 per day fee will be charged against your damage fee.
 - b. Rented dance floors can remain in place in the hall and removed by 2:30 p.m. on Monday.
9. Do I have to remove garbage?
 - a. Yes, all garbage and recyclables must be removed and placed in proper bin outside.
 - b. Recyclables can be mixed (glass, plastic, cardboard etc)
10. Who do I contact with questions?
 - a. Questions regarding rental policies and procedures should be sent to saradomer@springlaketownship.com or call 952-492-7030.