

	<u>ARDSLEY</u>	<u>Bedford</u>	<u>Briarcliff Manor</u>	<u>LEWISBORO</u>
1. What do you charge per hour? Is there a minimum	\$100/RESIDENTS \$150 NON RESIDENTS	<b>Main Hall</b> (includes use of stage, kitchen & patio) \$660.00 6 hour rental \$250.00 Deposit <b>Activity Room</b> (Lower level) \$85.00/hr. 4 hour maximum rental Deposit \$ 100.00	Depending on the group it can be waived, but anywhere from \$75 - \$450	Cooperating agencies & in-town organizations: \$80 per hour Resident private events: \$110 per hour Non-resident groups & private events: \$135 per hour
2. Do you have rental tiers for amounts of people (size of group), and do you charge more for larger groups?	We don't charge extra for larger groups , facility holds 90 capacity		Yes we do charge more for size of group, and private parties vs. village organizations, school groups, etc.	We do not have separate pricing tiers based on group size. However, for larger events involving food and requiring additional setup/breakdown, we may adjust the rate
3. What events do you allow, sporting, parties, etc.?	Parties, baby showers, kids programs, adult programs, meetings of all kinds, sporting and Weddings believe it or not	Rental of the Main Hall, which includes stage, patio and kitchen, is the perfect venue for a large special occasion, whether it be a wedding, baby shower, birthday celebrations, family reunion, etc.The Activity Room is an ideal space for a child's birthday party, a small family gathering or medium size meeting.	We don't have an indoor gymnasium, but the indoor space we have, is right on a sports field. So yes, we allow all types of celebrations	We allow a variety of events, including sporting activities, private parties (e.g., birthdays), community meetings, and other private gatherings.
4. Do you charge extra if equipment is needed? (Tables, chairs)	We don't but we just renovated and added surround system with projector and screen, we haven't decided yet what extra fee will be.		No they are already included at each facility.	We do not charge extra for tables and chairs. Renters are also welcome to bring their own equipment.
5. Do you allow the renter to bring in their own equipment?	YES		YES	Yes, renters may bring their own equipment as long as it does not damage the facility or require special accommodations. Depending on the type of equipment, we may require a certificate of insurance
6. Do you charge an extra clean-up fee? Or is it included	NO	Businesses, organizations and non-profit groups will be required to provide a certificate of insurance naming the Town of Bedford as an additional insured	No,renters are required to clean up after the party. Our event supervisors do a walk through of the space to make sure it is left in order	There is no additional clean-up fee unless it is a larger event with food, in which case we charge the non-resident rate to cover the added staff and cleanup needs.
7. Do you charge extra for a staff person? Or is it included	1. We never had a staff person there but now that it is fully renovated we are thinking about it, we have cameras linked to police Station they see everything.	If renting the Main Hall, a building supervisor, is assigned to the eventand, therefore, getting a key is not required.	Supervisor is an additional fee	A staff charge is included in the non-resident rate for larger events requiring additional cleanup/setup. Otherwise, standard rentals do not have extra staff charges as basic staffing is already factored into all rates.
8. Do you have a damage clause?	1. There is a \$250 damage deposit fee that they pay if room left the way they found it they get it back, if not we keep it.	It shall be the liability of the applicant for damage to any area or equipment in the BHCH and theywill be responsible for the costs of repair or replacement	By accepting use of the facility, you also accept responsibility for any and all damages to the premises sustained during your use.	Yes, we require a security deposit to cover potential damages. The amount depends on the type of event and expected usage.