



Dear Prospective Renter;

Thank you for your interest in renting Senior Center, Inc.'s facility for your upcoming event. Enclosed please find a price list, renter's guidelines and a copy of the rental contract.

Our three ballrooms combined can accommodate a maximum of 300 people if no dance floor is needed. For events involving a dance floor, the maximum number of people is reduced to 250 people. Each ballroom individually can accommodate 100 people. For smaller events, such as seminars, workshops and meetings, you may rent the Board Room or other smaller rooms which will accommodate 20-35 people.

Senior Center, Inc. has several different rental prices for weekday events, weekend events and evening events. A 20% discount is given to non-profit organizations (with proof of an IRS determination letter) and Senior Center, Inc. members. Rental time is calculated from the time the renter enters the building to prepare the rented rooms for the event to the exact time the renter exits the building. All events must end and clean up tasks must be completed by 2:00 a.m. unless special arrangements have been made with the Program Director.

Senior Center, Inc. provides tables and chairs, which will be set up by Senior Center, Inc. prior to the event. The renter is responsible for removing all decorations, taking all trash to the dumpster, and cleaning up all spills. Kitchen access is permitted only if the renter has engaged a licensed caterer. All caterers must be approved by Senior Center, Inc. and sign the Catering Agreement.

Additionally, all renters must provide a **certificate of insurance** naming Senior Center, Inc. as an additional insured. The renter must provide an **ABC banquet liquor license** if alcohol is served.

For groups of 100 or more, a security guard will be provided for your event.

After all rental information has been reviewed, please contact me at (434) 974-7756 or e-mail me at jennifer@seniorcenterinc.org for date availability and additional information. Once again, thank you for your interest in renting at Senior Center, Inc. We look forward to serving you.

Sincerely,

Jennifer Ayers
Program Director