

VERONA

Township of Verona, New Jersey



VERONA COMMUNITY CENTER GUIDELINES FOR USE OF BALLROOM / LARGE PARTY ROOM

For Further Information or Questions please call, 973-857-4832 Monday-Friday

RATES:

- \$75 per hour for Verona residents, \$150 for non-residents. (2 hour min) \$75 maintenance fee for **ALL** renters.
- **VERONA RESIDENTS**- Security deposit of \$150 is required within 48 hours of booking. This deposit will be applied towards the final total amount. Your deposit may be made by cash, Visa or Master Card or check made payable to the Township of Verona. **Balance must be paid 7-10 days prior to event.**
- **NON-VERONA RESIDENT**- **All bookings must be paid within 48 hours of reservation. Fees must be paid in full upon booking. Payment must be cash, money order or credit card only (Visa or MasterCard).**

CANCELLATION:

- Cancellations 60 or more days prior to the event will result in a refund minus a 20% service fee. Refund will be paid by Township voucher. Said refund must be requested in writing stating the reason for the cancellation.
- Cancellations made less than 59 days prior to the event result in loss of entire deposit.

SET-UP TIME:

- Rentals include **one** (free) hour immediately before the event for set up and **one** (free) hour after the event for clean up. **If additional time is necessary, the hourly fee for rental is charged.**

CLOSING TIME:

- Functions must end by 11:00pm on a Friday or Saturday, and 7:00pm on Sundays.
- Cleanup and breakdown by VCC staff will begin at your pre-arranged end time. At this time renter must immediately clear tables and begin to empty the facility of all party/event items.
- Renters, guests and all party/event paraphernalia must be completely out within an hour of pre-arranged end.

CAPACITY:

- Room works best with about 80 people. Maximum capacity is 90 people. The VCC staff reserves the right of final approval of number allowed at party.
- For children's parties there **MUST** be a 50:50 ratio of adults to children.

TABLES & CHAIRS:

- Tables are 72" round and fit 8 people comfortably, but can squeeze 10 people if necessary. Food and drink tables are 8 feet rectangular.
- VCC provides and sets up table and chairs, and reserves the rights of final approval of room set up.
- Renter provides table cloths.

DECORATIONS:

- All decorations and party entertainment are subject to final approval by VCC staff.
- **Confetti, smoke/popcorn/cotton candy machines, and piñatas are strictly prohibited inside and out. Nothing may be tied to chandeliers, and tape is only permitted on wallpaper, not painted walls.**
- Balloons and all other decorations-both inside and out- must be removed by renter before departing.

KITCHEN FACILITIES:

- Renters and caterers have use of a refrigerator, freezer, stove, and ovens and must provide all cooking and serving utensils and coffeemakers. The VCC has no utensils to borrow or rent.
- Kitchen counters, tables and sinks must be wiped down by renter.
- Kitchen must be completely clear at event end. **NOTHING** may be left for later pick-up.

GARBAGE:

- VCC provides garbage cans and liners.
- Renters are responsible for leaving tied garbage bags outside the kitchen exit.
- VCC staff will take garbage to the dumpster.

OTHER IMPORTANT ITEMS

Beer and wine are allowed, but hard liquor is PROHIBITED.

The VCC is a smoke free building.