

Santerian Hall

@ Holy Trinity Armenian Apostolic Church

101 Ashmead Road, Cheltenham, PA 19012

Thank you for considering Santerian Hall as an option to host your event. We know that you have a lot of choices to choose from and we hope that we can provide a location that has that right feel for your event to make it special.

HALL RENTAL PAYMENT SCHEDULE

Rentals Over 150 People and Up To 325 People

Deposit:	\$1,500.00 (holds the date)
6 months prior:	\$1,000.00
30 days prior:	\$1,000.00
Total Rental Fee:	\$3,500.00

Plus: \$1,000.00 refundable security deposit due 30 days prior to event and will be returned 30 days after the event if no damages / issues.

Note: if you exceed the agreed number of 325 people attending your event, your security deposit of \$1,000.00 will not be refunded.

Rental Up To 150 People

Deposit:	\$1,100.00 (holds the date)
6 months prior:	\$900.00
30 days prior:	\$900.00
Total Rental Fee	\$2,900.00

Plus: \$1,000.00 refundable security deposit due 30 days prior to event and will be returned 30 days after the event if no damages / issues.

Note: if you exceed the agreed number of 150 people attending your event, your security deposit of \$1,000.00 will not be refunded.

THE FINE PRINT

- All rental payments are non-refundable
- If the 'date of booking' does not match payment schedule then payments will need to be adjusted.
 - Eg: deposit date is only within 3 months of event, renter will need the first 2 payments to hold their date (\$2,500.00 down or \$2,000.00 down).
- If you exceed the maximum number of people allowed your security deposit of \$1,000.00 will not be refunded.
- There will be a charge deducted from the security deposit if your event exceeds the time limit agreed upon.
- No refunds or event date changes within 6 months of your event.
- All boxes must be broken down before being put in the dumpster or take them with you! If the dumpster is overflowing there will be an additional \$150.00 charge taken from your security deposit.

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RENTAL DETAILS

- 2 hour set-up/decorating the day of your event (eg. If your event starts at 6:00 PM, you will have access to the hall at 4:00 PM that day)
- 5 hour reception (must conclude by 11:00 PM)
- 1 hour clean-up - all trash must be put in dumpster and all decorations removed; any failures regarding this will result in a forfeit of security deposit
- Hall is 5,000 square feet (seats 325 maximum - this must include the head table)
- Dance floor is 1,250 square feet
- Foyer is 1,160 square feet
- Coat room (can be cleared out for a private ceremony)
- Provide your own caterer (they must provide insurance certificate)
- Alcohol permitted (**BYOB and may not be served to anyone under the age of 21**)

RENTAL INCLUDES

- use of the hall, foyer, tables, chairs and portable bar (2)
- tables: long tables (8'x 2.5') / round tables (60" diameter) / round tables (72" diameter – only 5)
- dance floor (25 feet by 48 feet)
- use of kitchen: including ovens, refrigerator, freezer, sinks, stoves and loading area
- ovens and stoves are for warming and preparation only. no cooking permitted
- dumpster provided outside of the kitchen; no trash can be left on the grounds (inside or outside)
- an additional \$100.00 charge will be applied for any trash left behind
- off-street parking facilities
- coat room
- restrooms
- separate bar room
- gazebo (no use of facility tables / chairs)

RENTAL DOES NOT INCLUDE

- dishes
- silverware
- cups
- paper goods
- centerpieces
- kitchen supplies
- any other church property

GENERAL INFORMATION

- Can view the hall Monday - Friday from 8:00 AM to 2:00 PM (call first)
- Saturday and Sunday by appointment
- Call the office to set up an appointment at 215-663-1600 / or by email at office@holytrinity-pa.org. We will be more than happy to walk you through everything.
- If hall is not rented the day prior to your event date, you will be permitted to come and decorate between the hours of 8:00am to 2:00 PM (must leave by 2:00 PM)
- If you have any other questions, feel free to call the office and we will be happy to help in any way

All fees / requirements subject to change without notice.

The signed contract will reflect proper fees and requirements at the time of your event.