



Rentals

Make your next event an affair to remember...

Whether you are planning a social gathering, business event or wedding reception, the Levine Center offers a variety of rental options at reasonable rates, with full catering services to meet your needs.

The Levine Center is ideal for:

- ❖ Wedding Receptions
- ❖ Engagement Parties
- ❖ Bridal Showers
- ❖ Bridal Luncheons
- ❖ Rehearsal Dinners
- ❖ Birthdays/Anniversaries
- ❖ Business Meetings
- ❖ Corporate Luncheons and Dinners
- ❖ Training Seminars
- ❖ Corporate Socials
- ❖ Holiday Parties
- ❖ Dances

Banquet Hall ~ is 3,168sf with capacity for 210 guests - banquet style seating or 375 guests - theater style. The Banquet Hall is furnished with a 574sf stage area, audio/visual, wireless internet service, podium, and projection screen. The Banquet Hall opens to a private patio area.

Multi Purpose Room ~ is 1,404sf with capacity for 60 guests - banquet style or 75 guests theater style. The Multi Purpose is furnished with audio and a perfect location for your next business event.

Community Room ~ is 525sf with capacity for 20 guests - banquet style or 30 guests theater style.

Craft Room ~ is 432sf with capacity for 20 guests and is furnished with a 42" flat screen TV.

The Levine Center is handicap accessible with secure parking for 118 vehicles at no additional charge. For further information and availability please call 704.846.4654. For catering services contact Melody Adams at 704.846.4654.

Meet ~ Celebrate ~ Enjoy



Rental Policy

- The lessee shall be responsible for the well-being and orderly conduct of all those attending the event.
- The lessee shall hold harmless the Levine Senior Center staff and Board of Directors for any loss or injury resulting from the use of the Center.
- No intoxicated persons, illegal substances, firearms, or other weapons will be allowed on the premises of the Levine Senior Center.
- The Levine Senior Center is a smoke-free building. Smoking is permitted on the side entrances of the building and outside patio.
- Center personnel must approve all decorations. The use of tacks, glue or tape is prohibited.
- Candles may be used on tables if they are in a glass container. Standing candelabra may be used during a ceremony if a floor mat is used. Open flames are not permitted.
- A Levine Center staff member will be assigned to each event and will remain on the property during the event. A person attending the event will be designated as the event coordinator. The assigned staff will be responsible for emergencies, audio/visual equipment, assisting guests when necessary, ensuring center policies are being followed, event set-up and cleanliness of the center, locking and securing the center after event. All rooms will be secured and unavailable for use unless requested and paid for per the agreement.
- Audio/Visual Equipment-Music, CD's or Disc's are required to be at Center 72 hours before event to assure equipment is compatible and functional with Center equipment. A \$25 surcharge will be charged for additional assistance from the Center with client's audio or visual equipment. The Center has the right to refuse use of audio equipment the day of scheduled event if lessee does not check audio compatibility 72 hours before event.
- Outdoor events will be assigned an indoor backup room in the event of inclement weather at current pricing structure or at the discretion of the Executive Director.
- Mellorina's Catering is the exclusive caterer of the Levine Senior Center.
- The Center is handicap accessible and offers secure parking for 118 vehicles.

Lessee Initials & Date: _____

Lessor Initials & Date: _____

Rental Fees

- All Inclusive Rates \$1,950 – 8 hour rate: Banquet Hall, Community Room, Small Dining Room, Board Room, & Stage Area.
- Banquet Hall fee is based in 150 guests. There is a \$50 fee incurred for additional 50 guests. Banquet Hall capacity is 211 for banquet style seating and 375 auditorium style.
- 20% discount for non-profit organizations. (Copy of 501(c) (3) required.)
- A charge of \$300 per hour will be added to the final bill for any event ending after 12:00 am.
- If a rental occurs on the weekend, in the evening, or off hours a staff member will be compensated by the lessee at \$25 per hour. Charge will apply 1 hour before event starts, event duration and 2 hours after event concludes.



- Event decorations may be set-up 4 hours in advance the day of scheduled event and a staff member will be compensated by the lessee at \$25 per hour. If event decorations are set-up the evening before scheduled event the lessee will be charged a fee of \$250 and a staff member will be compensated by the lessee at \$25 per hour.
- A 50% non-refundable room rental deposit is required for all events. Final payment is due 2 weeks before event. All catering fees will be on a separate invoice.
- A \$500 security deposit is required for all events. Check will be held and returned the following business day providing that no property damage has occurred.
- Contracts are to be completed and signatures required when room deposit is received.

	<u>2 Hour Rate</u>	<u>6 Hour Rate</u>	<u>8 Hour Rate</u>
Happy Times Banquet Hall	\$300	\$800	\$1,050
Patio Area	\$100	\$250	\$350
Multi Purpose Room	\$150	\$400	\$525
Community Room	\$125	\$350	\$425
Arts & Craft Room	\$100	\$250	\$350
Fincher Board Room	\$100	\$250	\$350
Small Dining Room	\$125	\$350	\$425
Audio/Visual Equipment	\$100	\$275	

Center Information:

- Banquet Hall 3,168sf
- Stage Area 574sf
- Multi-Purpose 1,404sf
- Community Room 525sf
- Arts & Craft Room 432sf
- Fincher Board Room 336sf
- Small Dining Room 720sf

Lessee Initials & Date: _____

Lessor Initials & Date: _____