

Would you Like to have your Event here at the
Geneva Community Center?

RENTAL RATES FOR SINGLE OCCASION USAGE

ENTIRE FACILITY: \$575 SATURDAY

FROM 9:00A.M. TO 12:00 A.M.

\$200 DOWN TO SECURE DATE – **NON-REFUNDABLE**

\$350 SUNDAY THRU FRIDAY

FROM 9:00 A.M. TO 12:00 A.M.

\$100 DOWN TO SECURE DATE – **NON-REFUNDABLE**

\$ 200 FOR A (6) HOUR PERIOD (this should give you ample time for set up and tear down within the allotted time

\$38.00 EACH HOUR AFTER THE SCHEDULED (6) HOURS

\$175.00 FOR THE DAY BEFORE FOR EXTRA SET UP TIME.

Roughly 6-8 hours, **if purchased in conjunction with your reception**, this may be broken between day/evening hrs. due to availability of the staff.

\$50.00 PER HOUR FOR ANYTHING LESS THAN 6 HRS.

KIRCHNER PARTY ROOM AVAILABLE DAILY FOR \$75.00 FOR (4) HOURS ACCOMODATES 40 GUESTS

FULL AMOUNT IS DUE 30 DAYS BEFORE SCHEDULED EVENT.

Updated 7/1/15

(over)

ADDITIONAL INFORMATION:

CAPACITY: BALLROOM 240 GUESTS MAXIMUM PER FIRE CODE
(INCLUDING THE BRIDAL PARTY)

DIMENSIONS: BALLROOM 45 FEET WIDE, 75 FEET LONG

STAGE 25 FEET WIDE, 16 FEET DEEP

CEILING -BALLROOM 17 FEET HIGH

TABLES 30 ROUND TABLES (SEAT 8)

OBLONG TABLES ARE AVAILABLE

AT NO EXTRA COST:

HALL/TABLE SET UP- HALL CLEAN UP - ICE MACHINE - KITCHEN FACILITIES -
BAR FACILITIES - STAFF MEMBER ON LOCATION FOR DURATION OF EVENT.

Updated7/1/15

If you feel that you need a police officer for your event
please let us know, as we can make arrangements for one.

We also have a Spanish Speaking Officer if needed.

Charge is \$25.00 per hour Updated 7/1/15

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Due to the fact that we have had some people concerned about decorating

for their event on the day of their event, and wanting to be able to come in earlier.

You also have the option of purchasing the day before for an additional **\$175.00 in
Conjunction with your Wedding Reception.**

This will give you roughly six (6) to eight (8) hours to set up your event. You may possibly have your time split between morning and evening hours due to the availability of the staff.

Also if your are having a Friday reception and purchasing Thursday for your set up you can not bring any food in that has to be refrigerated before 2:00 p.m.

NOTE until further notice if you are having a Friday reception, the Thursday before cannot be used due to the church renting it for their Thursday service.