



*Center at the Mall Hours:
Mon. thru Thurs. 8am - 7pm
Fri 8am - 4pm
Saturday 8am - 2pm*

ROOM RENTAL RESERVATION FORM

Rates and Setup Information:

Meeting Room #1 (838 Sq. Ft) (Recommended for Small Presentations or Classes)

Seats up to 40 people with Auditorium Seating

Seats up to 20 people with Training/Classroom Room Seating

Seats up to 30 people with Round Table Seating (5 round tables/6 chairs per table)

Rental Rate: \$75

Meeting Room #2 (1,168 Sq. Ft) (Recommended for Parties and Showers)

Seats up to 75 people with Auditorium Seating

Seats up to 30 people with Training/Classroom Room Seating

Seats up to 60 people with Round Table Seating (10 round tables/6 chairs per round table)

Rental Rate: \$125

Meeting Room 4 (250 Sq. Ft) (Recommended for counseling or small group activities)

Seats up to 12 people with Auditorium Seating

Seats up to 6 people with Round Table Seating (1 round tables/6 chairs per round table)

Rental Rate: \$35

Guidelines and Policies:

- Checks are payable to Lutheran Service Society.
- A \$20 security deposit is required at the time of scheduling and balance of the rental fee is due the day of the event. Term rentals are to be paid in full before the first iteration of the rental agreement.
- Rates are based on a maximum 4-hour event rental. Additional rates may be negotiated for extended events. Standard rental fees apply for rentals scheduled during center operational hours only. There will be an additional \$25 fee per hour for events scheduled before/after center hours, including Sunday. See center hours above.
- Renter is responsible for supplying all food, utensils, serving pans, beverages, decorations, table linens and audio/visual equipment (including projectors and laptops) for event. Center is only responsible for the set-up and tear down of tables and chairs for the event.
- Renter is responsible for room to be left in the order and cleanliness in which the space was found upon renting the space. Failure to comply will forfeit right to future rentals.
- Kitchen and all kitchen equipment are not available for rental use.
- Use of CATM projector (HDMI connection) is an additional \$10 fee. Renter is responsible for ensuring their equipment is compatible with projector.
- Center at the Mall is not responsible for lost or damaged goods.
- Regarding alcohol on premises, renter is required to carry and provide a certificate of liability insurance against claims for bodily injury and/or damage to property. Minimum limit of liability required is \$1,000,000 with the Lutheran Service Society, Lutherans Senior Life, Beaver County Office on Aging and Center at the Mall being named as additional insured. There shall be no limitation under the renter's liability policy for the sale or service of alcohol.
- Cancellation Policy: A 48-hour cancellation notice is required in order to reimburse the security deposit to the renter. If the renter is cancelling past that time, the security deposit will not be returned.
- Renter agrees to flexibility of rental terms in the rare occurrence of the Beaver County Office on Aging needing the space for a county program, extreme weather, or maintenance concern. Full refund will be awarded if rental is cancelled by Center at the Mall.



Reservation Details:

Reservation Name: _____ Reservation Date: _____

Reservation Time: _____:_____ am/pm to _____:_____ am/pm

Room Requested: Meeting Room#1____ Meeting Room#2____ Meeting Room#4____

Rental Details: Total # of 8' Rectangular Tables (8 chairs max per rectangle table): _____

Total # of 5' Round Tables (6 chairs max per round table): _____

Total # of Chairs: _____

Projector (\$10 fee) or Podium Needed: _____

Seating Setup:

Long Table Seating_____ Training/Classroom Seating_____

Auditorium Seating_____ Round Table Seating_____

Flat Room Rental Rate: _____,00

Additional Staffing Fees: _____,00

Center Projector Use Fee: _____,00

Total Rental Fee: \$_____00

Deposit Amount: \$ 20.00 Paid On: _____ Payment Type: _____

Room Reservation Contact Information and Signature:

I understand and will adhere to Center at the Mall's room rental guidelines and policies outlined on Page I of this agreement.

Print Renter Name: _____

Renter Signature: _____

Renter Email: _____

Renter Contact Phone No.: _____ Can we text you? Yes or No

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