



Center at the Mall Hours:

Mon, Tues, Wed & Thurs 8am - 7pm

Fri 8am - 4pm

ROOM RENTAL RESERVATION FORM

Room Rental Rates and Setup Information:

Meeting Room #1 (838 Sq. Ft)

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: \$55

Meeting Room #2/3 (1168 Sq. Ft)

Seats up to 75 people with Auditorium Seating

Seats up to 45 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: \$85

Congregate Room & Stage (4330 Sq. Ft)

Seats up to 250 people with Auditorium Seating

Seats up to 180 people with Round Table Seating (30 round tables/6 chairs per round table)

Rental Rate: \$350

Room Rental Guidelines and Policies:

- Checks should be made 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 \$20 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.
- Use of Kitchen and all equipment is limited to employee monitored use only. Prior arrangements for additional staff coverage for the use of kitchen equipment must be made in advance for an additional \$20 per hour additional fee.
- Center at the Mall is not responsible for lost or damaged goods.
- Coffee, Water & Hot Tea Beverage Service is available for an additional fee of \$1.50/person.
- Regarding Alcohol on premises, renter is required to carry liability insurance against claims for bodily injury and/or damage to property. Minimum limited 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 understands that rental agreement may be altered due to conditions of COVID-19 pandemic and imposed guidelines.
- 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.



Room Rental Reservation Details:

Reservation Name: _____

Reservation Date: _____

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

Room Requested: Congregate Room_____ Meeting Room#1_____ Meeting Room#2/3_____

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: _____

Seating Setup:

Long Table Seating_____ Training/Classroom Seating_____

Auditorium Seating_____ Round Table Seating_____

Flat Room Rental Rate: _____ .00

Additional Staffing Fees: _____ .00

Coffee/Water/Tea Service: _____ .00

Total Rental Fee: \$_____ .00

Deposit Amount: \$_____ .00

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.

Renter Signature _____

Renter Email _____

Renter Contact Phone No. _____

Center at the Mall
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