



**ANNUNCIATION COMMUNITY CENTER
RENTAL AND BEVERAGE POLICY**

Main Hall Kitchen:	Fee	Cancellation
Saturday	800	-200
Fri and Sun	500	-100
Mon, Tue, Wed, Thur	300	-50
Day before (Fri)	200	-50
Day before Mon, Tue, Wed, Thur	100	-25
Damage/Security deposit	200	
Bartender 5hrs	17 per hr	
Security 5hrs	25 per hr	

Meeting Rooms: Rent includes cleaning charge

Large	150
Small	50
Damage dep lg meet rm	50
Damage dep sm meet rm	50

Other:

Beer keg (domestic)	170
Wine box	15
Table service	1.50
Soft Drink tank	38

Bartender and security personnel are required if liquor is being served at your function: you are obligated to pay them at the end of your function. NO refunds will be made if personnel are not paid. You are responsible for making sure no liquor laws are violated and all rules and regulations are observed and your guests act in an orderly fashion. Damage / security deposit is refundable but is to be paid in advance.

Key must be returned before refunds are made.

All alcoholic beverages consumed in the building must be purchased from Annunciation Community Center and NO carry in is allowed. No alcoholic beverages can be consumed between the hours of 1am and 6am. Beverages ordered must be paid for 20 days in advance-if your insurance coverage does not include liquor liability- bar must be an ALL HOST BAR. Mixed drinks provided are to be paid for by Renter at the end of your function. You may set a cost limit. We are not allowed to provide a cash bar unless liquor liability is included in your coverage.

Cost of beverages (excluding champagne) includes cups and dispensing equipment. Partial kegs are charged at full price. Prices vary according to market value.

No tape, tacks, pins, nails etc. are allowed on ANY walls or acoustic panels in the building. If tape is used on floors all residue MUST be removed.

An insurance charge of \$125 must be paid with your rental OR you may use your insurance company—we must have a certificate of insurance in amount of one million dollars coverage naming the Church of the Annunciation as additional insured.

NO SMOKING IS ALLOWED IN THE BUILDING