



## ANSWERS TO RENTAL FAQ'S

1.Can we decorate?

Yes, however, we ask you to refrain from using tape on the walls. Absolutely no glitter, sparkles, or confetti.

3.Do you provide tables and chairs?

Yes, we provide the tables and chairs and set the room up to your specifications. You may not use your own tables and chairs.

4.Do you provide tablecloths?

No, we only provide tables and chairs.

5.Can we serve alcohol?

Yes, alcohol can be served, however, it cannot be sold.

6.Can we serve food?

Yes. If a caterer will be cooking on premises then additional insurance and information are needed from the caterer. If the caterer is only using sternos to keep the food warm, then this information is not needed.

7.What are the hours that we can rent?

Depending on availability, any time between 8 am to Midnight. (To see availability, click on the specific calendar for that facility.)

8.Will we need event insurance?

Yes, a certificate of liability for a minimum of \$100,000 naming Media Borough as additional insured is required. Contact your homeowner's insurance agent or an event insurance company to request this.

9.What deposits are required?

10% of the rental fee, via credit card or check, is required to hold the date. A \$500 security deposit and a \$250 cleaning deposit are required. \*We recommend checks for the security and cleaning deposit. We will hold the checks, and (barring any damages or extra cleaning necessary) the checks will be returned to you after your event via mail.

10.What's the rental process?

1.Check the calendar for availability.

2. Send a Rental Request email to [karen@mediaborough.com](mailto:karen@mediaborough.com).

\*Please include the date, time, occasion, and your contact information.

3. If the rental is approved, you'll then be invoiced and sent the rental forms

4. Complete your forms: Event Info, User Information, Use of Premises Agreement & Copy of your Certificate of Liability.

5. Pay 10% Rental Fee Deposit, & send Payment & Security & Cleaning Deposit.

6. No later than 2 weeks prior to event: Pay full \$ balance & sen Room Layout form, telling us how you'd like the space set up.

Other questions? Call 610-566-5210 or email [karen@mediaborough.com](mailto:karen@mediaborough.com)