

**BEN WILSON SENIOR ACTIVITY CENTER
FEATURES / AMENITIES / POLICIES
BANQUET HALL / DINING ROOM**

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- PARKING LOT** Large, convenient parking lot with 12 handicapped spaces.
Secure and brightly-lit at night. **NO LOITERING IN PARKING LOT.**
- ENTRANCE** A canopy covers the front entrance from the curb to the door.
There is no smoking in this area or loitering.
- RECEPTION** A reception area has a sofa and chairs. This area is for sitting quietly to make phone calls or for someone to rest. No congregating.
CHILDREN NOT PERMITTED IN THIS AREA.
- DINING HALL** The room is 40' x 80' and accommodates approximately 200. (225 Max)
Sunny/bright with large picture windows.
Over 50 banquet tables are included with rental, as well as upholstered chairs.
On arrival, you will find **16 tables set (seats 96)**. Tables rectangular, 30"x72"
Renter responsible to set up/return(cleaned) any additional tables & chairs used during event. Any chairs taken from back of building MUST be put back & clean.
- KITCHEN** 6-Burner Gas Range and 2 Ovens. **(FLAT TOP/GRIDDLE may not be used)**
Steam Table(unavailable) Microwave Oven
Refrigerator 200 Lb. Ice Making Machine **(use for drinking ice only)**
Triple Stainless Sink 100-cup Coffee Urn
Freezer **(Please request in advance)**
2 Stainless Steel Food Preparation Islands,
plus additional counter space.
2 Pass-Thru's from Kitchen to Dining Room.
Convenient door from kitchen to parking lot.
- PLEASE NOTE THAT POTS AND PANS ARE NOT AVAILABLE**
KITCHEN EQUIPMENT MAY NOT BE MOVED
- AUDIO-VISUAL EQUIPMENT** CD and Cassette Player. (Broadcasts over 14 speakers in Dining Room ceiling)
***Center & attendants are not responsible for any audio/visual hook ups. Renter responsible.** Microphone at either end of Dining Room for announcements.
Large Pull-down projection screen.
IPods can be connected , you must supply your own wires.
***We advise renter to test system prior to event. We are not responsible if does not work date of event.**
- OTHER** Building is "Non Smoking".
The ONLY smoking area is out back behind the hall on the cement patio attached to the building NOT on the lawn or stone patio containing the outdoor furniture. ABSOLUTELY NO balls or sporting equipment of any kind are to be used in building. ABSOLUTELY nothing to be put on the walls!
- STAFF HOURS** Attendants will open the building for you and stay during your event.
The Center is available for 4 to 8 hour time periods, to include setup/ decorating time, party time and cleanup time.
- FOGGERS** Sorry, **no Fogging or Hazing Machines** ... they set off the Smoke Alarm.
CONFETTI Sorry, **no confetti** ... you will be pleased, as it will save you a lot of time
SILLY STRING cleaning up as it is so difficult.
GUM Sorry, **no silly string or gum** allowed as it is also difficult for you to clean up.
CANDLES Absolutely no candles or any lit flame in building.

**EVENT ATTENDANTS ARE HERE ON A VOLUNTEER BASIS
AND MAY APPRECIATE SOMETHING TO EAT IF YOU ARE WILLING AND
A TIP IF YOU FEEL THEY HAVE DONE A GOOD JOB!**

BEN WILSON SENIOR ACTIVITY CENTER

SCHEDULE OF RATES

BANQUET HALL RENTAL

(Includes Hall, Kitchen, Main Restrooms and Coat Closet)

FRIDAY EVENING	\$100 per hour	Any 7-Hour period between 5 PM and 12 midnight
SATURDAY	\$100 per hour	Any 8-Hour period between 8 AM and 12midnight
SUNDAY	\$100 per hour	Any 8-Hour period between 8 AM and 10 PM
	\$100	Bingo Machine Rental
	\$50	Bingo Caller

Your rental time should cover what is required for setup, decorating, and organizing your event, as well as the cleanup time required at the end of your event.

A \$300 security fee is paid up front when you complete your contract to reserve your date. **This is not part of the rental fee.** Rental fee is due, in full, one month prior to event date. Rental period is not to exceed 8 hours. (Exceptions **may** apply **for Weddings**) **Renter/Guarantor who signed contract must be on site during entire event. Renter must provide proof of insurance or Certificate of Liability holding Center & Township harmless.**

CONFERENCE ROOM RENTAL

For Conferences, Meetings, Seminars, Sales Presentations.

Available most evenings & weekends.
Kitchen facilities are not included with rental.

Rate: \$50 For a 2-Hour Period.

NOTE: The center must be completely empty by 12am Friday and Saturday & 10pm Sunday.

NOTE: The center must adhere to Warminster Township noise curfew of 10pm any day.

RATES EFFECTIVE 9/1/17

KITCHEN EQUIPMENT HELPFUL INFORMATION

STEAM TABLE

THIS UNIT IS UNAVAILABLE

If you have food to be used on buffet tables in the hall you will need to bring your own portable warming trays (chaffing dishes) and holders. Please bring your own Sterno.

RANGE AND OVEN

Range has 6 cook-top gas burners operated by dials on front of range. Each cooktop burner has a pilot flame so they do not have to be lit.

THIS UNIT MAY NOT BE MOVED. WHEN YOU FINISH USING RANGE, THE 6 PILOT LIGHTS SHOULD ALL STILL BE LIT.

The range has double ovens which each measure:

Width 26-1/2"

Height 15-1/2"

Depth 26-1/4"

PLEASE BE SURE WHEN LEAVING THAT ALL BURNERS AND OVEN KNOBS ARE IN THE OFF POSITION.

GRIDDLE

***THIS MAY NOT BE USED DURING ANY RENTALS
ABSOLUTELY NOTHING MAY BE PLACED ON GRIDDLE TOP AT ANY TIME.***

COFFEE URN

A 100-cup coffee urn is available. If using full capacity of 100 cups, the recommended amount of coffee is 12-14 ounces (approx. 1 can of coffee). Filter basket has a very fine mesh so paper filters are not required, but may be used.
NOTE: Water for tea will need to be heated in a pot on stove.
IMPORTANT: Coffee must be placed in basket and must not be placed in the top of the coffee maker. Only water is placed in the top, to flow through.

ICE MACHINE

NEVER allow ice to run out or be any lower than 3" above bottom of machine.

The ice machine produces ice continuously, and has a capacity of over 200 pounds of ice.

This ice is to only be used in drinking glasses. **No chilling kegs or using in coolers.**

Please adhere to all kitchen rules which have been posted for your convenience.

REFRIGERATOR

A 20 cubic foot refrigerator is available for your use.

Kegs may not be stored in refrigerator. You may not remove any shelving or change thermostat.

FREEZER

Freezer available for use. Space limited. Must be reserved in advance.

IMPORTANT: Since the freezer is very rarely used during rentals, let us know if you wish to use it so that we may leave it unlocked for you.

**PLEASE NOTE CENTER DOES NOT PROVIDE POTS, PANS, UTENSILS,
DISH SOAP, HANDTOWELS, OR ANY KITCHEN SUPPLIES.**

RENTER'S RESPONSIBILITIES

- . Clear off banquet tables and other surfaces. Any major spill during event renter to clean. (Food, beverages, GUM, tablecloths, cups, cans, bottles and place in trash cans.)
- . Pick up all food, trash and GUM from floor and place in trash cans.
- . Any tables and chairs put up by renter must be put back clean in original locations.
- . Remove all food from kitchen, clean out refrigerator, sweep or spot mop floor **ONLY** if necessary.
- . If stove/oven has been used, it must be cleaned.
- . Any surface used must be wiped down and clean.
- . Outside trash on grounds or parking lot must be picked up.
- . Check to be sure all pilot lights are still lit on stove and oven.
- . All full trash bags must be taken to dumpster while party going on. Bags partially or completely full at end of party may be left in building.
- . Remove all decorations.

NOTE: Our cleaning personnel should take no longer than 3 hours to clean after any rental. Any time over 3 hours will be deducted from your security deposit @ \$20 per hour. During rental period, if major spill, renter to clean. Mop and bucket would be provided.

**ABSOLUTELY NO PROPANE TANKS ARE PERMITTED INSIDE BUILDING.
ABSOLUTELY NO WEAPONS OR DRUGS ARE PERMITTED ON SENIOR CENTER
PROPERTY. THE POLICE WILL BE CONTACTED IMMEDIATELY IF ANYONE
VIOLATES THIS RULE.**

**IF HALL ATTENDANT ATTEMPTS TO HAVE YOU ADHERE TO ANY OF THE
ABOVE RULES AND PROCEDURES WITHOUT SUCCESS, THEY HAVE BEEN
INSTRUCTED BY THE BWSAC BOARD TO CONTACT THE POLICE.**

****Supervision of Children:**

- 1) No running
- 2) No standing on chairs or tables
- 3) No playing outside, in reception area or restrooms or restroom area.
- 4) Must stay in Wilson Hall room at all times unless using restroom and must be supervised by adult
- 5) Absolutely no children under 18 permitted in the kitchen
- 6) No balls, frisbees or flying objects of any type are permitted in building
- 7) No games are to be set up or played without permission from Center first
- 8) No markers are to be used. Crayons may be used only if using table covers.