

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

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 loveseat and chairs. This area is for sitting quietly to make phone calls or for someone to rest. No congregating or socializing. **CHILDREN NOT PERMITTED IN AREA.**

DINING HALL

The room is 40' x 80' and accommodates approximately 200. Sunny/bright with large picture windows. On arrival, you will find 19 – 72" rectangular tables (seats 114). Additional rectangular tables (30"x72") and chairs are available. **Renter responsible to setup/return (cleaned) any additional tables and chairs used during event. Any additional tables & chairs taken from closet 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 Maker (use for drinking ice only)
Triple Stainless Sink	100 Cup Coffee Urn
	Freezer (Please request in advance)

2 Stainless Steel Food Prep Islands, plus additional counter space

Convenient door from Kitchen to parking lot

PLEASE NOTE THAT POTS AND PANS ARE NOT AVAILABLE

KITCHEN EQUIPMENT MAY NOT BE MOVED

AUDIO-VISUAL

Audio System available. iPhones, Ipads, or Androids can be connected via Bluetooth for audio only. ***We advise renter to test system prior to event. We are not responsible if it does not work date of event.**

OTHER

Building is "Non-Smoking".

The ONLY smoking area is out back behind the hall on the current patio attached to the building NOT on the lawn. 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.** Sorry, **no Fogging or Hazing Machines...**they set off the Smoke Alarm. Also no **confetti, glitter, silly string or gum** allowed as it is difficult for you to clean up. Absolutely no candles or any lit flame in building.

An Event Attendant will be required during rentals. 1 Attendant per 100 people.

SCHEDULE OF RATES

BANQUET HALL RENTAL (Includes Hall, Kitchen, Main Restrooms and Coat Closet)

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

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 deposit 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**) **Rental/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 and 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.

KITCHEN EQUIPMENT -- HELPFUL INFORMATION

STEAM TABLE THIS UNIT IS UNAVAILABLE

If you have food to be used on buffet table in the hall you will need to bring your own portable warming trays (chaffing dishes) and holders along with sternos.

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 the 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.
- Cleaning fee covers standard cleaning. Any extra due to renter neglect will be charged at \$25.00 per hour for any additional cleaning time. 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.**