

SCHEDULING

Advanced Scheduling

Special one-time events may be scheduled up to a year in advance. Other reservations may be made 6 months in advance. Events may be scheduled at the last minute if Heart of the Arts, Inc. (HAI) is able to staff them.

Cancellations

We require 48 hours notice to cancel an event or to change the date. Groups failing to do so will be charged \$25 from the damage deposit.

Repetitive Use

Groups wishing to use the Great Room more than twice during a calendar month must receive advance HAI board approval. (The board meets the first Wednesday evening every month.)

Scheduled Times

Events can be booked back to back. Please plan for set-up and clean-up in the time you schedule. To be considerate of other groups using the facility please end your event on time.

Hours

The building will not remain open past 1:00 a.m. for any activity. Events must be cleaned up before this time (including tents on the Plaza) or advance arrangements must be made to pay for clean-up time in the morning.

RENTAL FEES

Great Room Fees

Group I	\$0
Group II	\$15/hour (min. 2.5 hours)
Group III	\$60/hour (min. 2.5 hours)
Group IV	\$30/hour (min. 2.5 hours)

Group I are HAI sponsored events

Group II are non-profit groups, service clubs & City of Moscow events

Group III are private parties, wedding receptions, commercial activities & for profit organizations

Group IV are other government organizations

Damage Deposit is \$250

This is required at the time of rental and is fully refundable if no damage is incurred during the event.

Kitchen: Catering Use \$10 or Full Use \$50

To rent the kitchen separately from the Great Room, please contact the office.

Alcohol Fee is \$20

This does not include the required catering permit cost of \$20 from the City Clerk.

Piano Rental is \$25

This money is given directly to Friendly Neighbors Senior Group to keep the piano in tune and to support musical programming for the seniors.

ROOM USE INFO.

Occupancy

The Great Room is about 65'x30' and contains approximately 2,000 SF. It can seat 115 people comfortably and for dancing/standing it can accommodate up to 248 people. The Plaza may be used to increase the number of guests at an event. The Plaza measures 42' by 37'.

Event Coordinator

An Event Coordinator will unlock the Center and remain on hand during your event. The Event Coordinator is not responsible for set-up or clean-up.

Equipment

1912 Center has the following available for use: 18 eight foot rectangular tables, 150 chairs, a podium, a drop-down screen, a microphone & sound system (bring cds, tapes & ipods for use) and dishes (through PCEI's Plate Project).

Decorations

Nothing may be taped to the floor in the Great Room. No tacks, packing tape or duct tape may be use on the walls. Blue masking tape may be used on the trim work and walls for decoration. Scotch tape may be used on the windows. Items may be tied on to the railings. Candles must be in votive holders. The emergency crash bar doors may never be blocked. The piano must be left untouched unless you are renting it.

