

# **Peggy F. Murphy Community Grief Center Rental Policies**

## **Food and Beverage**

- All food and beverage at Peggy F. Murphy Community Grief Center must be supplied by Apple Spice Junction, Ceruti's Catering, Club Soda or Goeglein's Catering.
- Any alcoholic beverage consumed at Peggy F. Murphy Community Grief Center must be purchased from the catering service in accordance with State laws and regulations.

## **Facility Rental**

- Peggy F. Murphy Community Grief Center event hours are from 8:00am – 8:00pm Monday through Friday.
- Peggy F. Murphy Community Grief Center facility rental is open to not-for-profit organizations, business functions and Visiting Nurse clients.
- Peggy F. Murphy Community Grief Center rental pricing is subject to change.
- Security is required for all events serving alcohol. Visiting Nurse (VN) is responsible for hiring security and clients will be billed for the cost of the security provided at the Peggy F. Murphy Community Grief Center.
- Peggy F. Murphy Community Grief Center is a smoke free facility.

## **Facility Access**

- Peggy F. Murphy Community Grief Center is a multiuse facility, VN can only ensure our clients and their vendor's property is secure if VN staff is on-site.
- Peggy F. Murphy Community Grief Center understands that it is not always possible to schedule everything during the facility rental hours and that you may need to access to the facility earlier in the day or later in the evening.
- If needed, Peggy F. Murphy Community Grief Center will always provide a staff person to open the facility at your designated time and remain on-site during the event. The staff person will open the facility, be available for questions, make sure that all clients and vendor property is secure, and close the facility.

## **Decorations**

- Please confirm your decorating plans with VN staff. Clients are not allowed to move, remove or alter any existing decorations in our facility. Please see VN staff if you desire to have changes made.
- To maintain the quality of the facility, we do not allow clients to attach materials to any surface, including the walls, without first making arrangements with VN staff.

## **Liability**

- Clients are required to provide a certificate of insurance to verify coverage when renting space at the facility.
- Clients are financially responsible for all damages caused to any equipment and/or property at the Peggy F. Murphy Community Grief Center equal to the cost of the repair or replacement.
- Peggy F. Murphy Community Grief Center cannot assume responsibility for personal property and equipment brought onto the premises.
- Peggy F. Murphy Community Grief Center cannot assume responsibility for lost, stolen or damaged items on the premises.

## **Cancellations**

- If clients cancel an event at the Peggy F. Murphy Community Grief Center, rental payment will be returned; however, a service charge will be withheld.

## **Peggy F. Murphy Community Grief Center Rental Prices**

### **Facility Rental**

- Full day rental for the Peggy F. Murphy Community Grief Center Meeting Room or Conference Room A or B is \$375.
- Half day rental for the Peggy F. Murphy Community Grief Center Meeting or Conference Room A or B is \$245.
- Full day rental for the Peggy F. Murphy Community Grief Center Conference Room A & B is \$700.
- Full payment for facility rental is due upon booking the facility. Not-for-profit organizations are allowed to use the facility at no charge from 8:00am – 5:00pm.

*Rental prices are subject to change*