



## VETERANS MEMORIAL BUILDING

RECREATION SERVICES



Host an event to remember, right in the heart of Downtown Danville! This packet will provide you with general information pertaining to facility rentals. **Please review the Town's "Policies and Procedures for Parks and Facilities Use" prior to booking the facility for an event.**

The Veterans Memorial Building is available for rental until 11:00pm Sunday through Thursday and 1:00am Friday and Saturday evenings.

The Community Hall is approximately 2,610 sq. ft. and will seat 160 comfortably for dining. There is a state of the art catering kitchen accessible via room A. On the north side of the building facing E. Prospect Avenue is the promenade, with doors that open to a nicely landscaped space for guests to gather.

Events of all sizes can be accommodated since the Community Hall can be divided into thirds, creating 3 smaller rooms (A, B and C) or a Medium size room (A/B or B/C) for those in-between sized groups.

A refundable security deposit of **\$500.00** is due upon completion of application and rental fees are due 90 days prior to the event. Reservations are confirmed after the deposit has been made and you have received a reservation confirmation. The deposit is NOT applied toward rental fees, but is fully refundable pending no damage/overtime after your event is completed. If you are renting one of the individual rooms (A, B or C), the deposit is **\$125**. For 2 of the rooms together (A/B or B/C) the deposit is **\$250**.

All large events will be charged a Facility Attendant at the rate of \$23.00 per hour for the length of your event.

The Town of Danville requires permit users to provide a **"Certificate of Liability Insurance" naming the Town of Danville as an additional insured**. You may purchase liability coverage through the Town of Danville for an additional cost, or you may provide a certificate through your homeowners' insurance carrier naming the Town of Danville as additionally insured. Insurance coverage must be submitted 90 days prior to your scheduled event.

**NO HARD LIQUOR.** Beer, wine and champagne are permitted if served with food.

Renters and their caterers must follow all rules and regulations regarding cleanup as stated in the policies and procedures manual.

**PLEASE PLAN AHEAD TO INCLUDE YOUR SETUP, DECORATING, TAKEDOWN AND CLEANUP TIME WITHIN YOUR SCHEDULED TIME FRAME.** Tables and chairs are NOT set up prior to your rental time (extra time will be charged at twice the hourly rate).

## RENTAL FEES FOR THE VETERANS MEMORIAL BUILDING

	<b>Nonprofit</b>	<b>Private</b>	<b>Commercial</b>
Community Hall A/B/C (R)	140/hr	193/hr,	244/hr,
Community Hall A/B/C (NR)	169/hr	236/hr	300/hr
Community Hall A/B or B/C (R)	70/hr	104/hr	133/hr
Community Hall A/B or B/C (NR)	86/hr	129/hr	166/hr
Community Hall A or B or C (R)	57/hr	74/hr	98/hr
Community Hall A or B or C (NR)	71/hr	92/hr	123/hr
Kitchen (R)	68/use	74/use	76/use
Kitchen (NR)	85/use	92/use	95/use
Meeting Room (R)	60/hr	86/hr	120/hr
Meeting Room (NR)	75/hr	108/hr	150/hr
Art Room (R)	24/hr	35/hr	40/hr
Art Room (NR)	30/hr	44/hr	50/hr

*Reduced rates available for events sponsored by government agencies.*

*A 25% surcharge will be assessed for those residing outside of the incorporated Town of Danville limits.*

Thank you for your interest in the Veterans Memorial Building. Please call the Facilities office if you have any questions.

### Town of Danville Facilities

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