



## **Auditorium – rental information**

- The rental rate is \$50.00 an hour. An allowance of up to one hour for set-up and up to one hour for break-down and clean-up is permitted as part of the rental.
- There is a \$100.00 deposit required when the reservation is made. The deposit is refundable if the room is left in the condition in which was rented.
- The room holds a maximum of 100 persons.
- Insurance - For an **individual rental**, you will need to provide proof of personal liability coverage in the form of a homeowner's or renter's policy with a personal liability limit of \$300,000.00. For a **group rental**, you would need to obtain and maintain a public liability policy with a minimum single limit for General Liability of \$500,000.00. Such insurance shall name the Perkiomen Valley Library as an additional insured.
- Please make your reservation as early as possible. To confirm the reservation, the *renter must schedule a walk-through* with Aileen Johnson, Branch Manager, at least two weeks prior to the event date and bring the following:

\$100.00 Room Deposit  
Verification of Insurance (as specified above)

- To finalize the reservation, the hourly fee is due two weeks before the event is scheduled to occur.
- If this is an event for children (under the age of 18), then one chaperone per 10 children is required. A list of chaperones names and contact information should be provided to the library along with the final payment one to two weeks before the event.

The rental contract is available at the checkout desk. All contracts must be approved by Aileen Johnson, Branch Manager.

**Contact Mrs. Johnson at 610-287-8360 or [ajohnson@mclinc.org](mailto:ajohnson@mclinc.org).**