

**THE COLUMNS**  
Administrative Office  
1216 Eleventh Avenue, Suite 218  
Altoona PA 16601-3413  
814-949-0888

**RENTAL INFORMATION**

Our Friday/Saturday/Holiday rental rates INCLUDE use of the facility the day before your event for setup and decorating needs. Setup and decorating performed the day before your event should be done between 9:00 a.m. and 2:00 p.m. during our normal business hours.

Our Sunday through Thursday rental rates do NOT include use of the facility the day before your event. There is an additional charge for use of the facility the day before your event on a weekday.

THE COLUMNS ANNEX is ideal for a rehearsal dinner the evening before a reception event. There is no extra charge for using the Annex the day of the event.

THE COLUMNS ANNEX is available for bridal showers, rehearsal dinners, birthday parties, baby showers, business meetings, luncheons, etc. for groups up to 40 people.

The rental of the main reception hall of THE COLUMNS does NOT include use of the basement. Use of the basement, if required, is available at an extra charge. Stairs leading to the basement area will be blocked off in a discreet fashion to prevent their use.

All public advertising for the event must be cleared by THE COLUMNS. Private invitations require no prior clearance, but we would be happy to review them for you.

**DEPOSIT**

A 50% deposit is required to reserve the date and time of your event. Dates will only be held for two weeks after initial inquiry and/or viewing of THE COLUMNS. Deposit is required within the two-week period to reserve date.

**Any unpaid balance is to be paid 30 days prior to the day of the event.**

The details of your event must be finalized at least ten (10) days prior to the date of your event.

Cancellations in writing sixty (60) or more days prior to your event, allow for a refund of one-half of the deposit. Cancellations of less than sixty (60) days will result in forfeiture of your entire deposit.

**TABLES & CHAIRS**

Tables and chairs to seat up to 250 people are included in the rental charge. There is no additional charge for setting up the tables and chairs.

THE COLUMNS will gladly set up the required tables and chairs for your event. You may obtain a floor plan to designate your desired table layouts. Tables are 60-inch round, comfortably seating eight (8) people per table. Additional rectangular tables are also available for your use as bridal party table, gift table, hors d'oeuvres, etc.

Other services requested to meet special requirements are billable on a basis of \$20.00 per person, per hour.

**WE DO NOT SUPPLY TABLE LINENS, NAPKINS OR CENTER PIECES FOR THE TABLES. IT IS YOUR RESPONSIBILITY TO RENT THEM OR HAVE YOUR CATERER OR EVENT PLANNER PROVIDE THEM.**

## SMOKING

THE COLUMNS is a smoke-free and tobacco-free facility.

## CATERER'S POLICY

1. THE COLUMNS has non-exclusive arrangements with many qualified caterers. You may use any qualified caterer of your choice.
2. The caterer must be licensed and insured, and must provide an insurance certificate and verifying documentation to THE COLUMNS. The renter and the caterer agree to indemnify and hold harmless THE COLUMNS with respect to any liability claims arising out of its use of the premises. A properly executed Certificate of Insurance shall be forwarded to THE COLUMNS by the caterer selected as evidence of insurance coverage. This certificate should include Comprehensive General Liability, Liquor Liability, and Workers Compensation and name THE COLUMNS as Additional Insured, with appropriate endorsements accompanying the Certificate of Insurance. Minimum limits of \$1mm Combined Single Limit (or its equivalent) is normally required.
3. Caterer should contact THE COLUMNS a minimum of thirty (30) days prior to the function to determine facility availability for set-up and to establish set-up times.
4. THE COLUMNS must be advised of delivery and pick up times a minimum of 48 hours in advance.
5. Caterer or renter may be responsible for setting up the room and is requested to provide a floor plan to THE COLUMNS, a minimum of ten (10) days prior to function. THE COLUMNS will be happy to set up the tables and chairs which it provides in accordance with the seating plan provided by the renter or caterer.
6. Please do not drag weighted objects across the floor. This includes, but is not limited to, tables, chairs, storage containers and waste bins. Please use a dolly or carry the items by hand. Dollies or carts are available.
7. Clips should be used to skirt tables. Use of upholstery pins, tacks, stickpins, or any other surface penetrating implement is not permitted as damage results.
8. The main room is not to be used as food prep, flambé or storage area. The side rooms on the main level are available for such uses, as are other select areas in the building. There is a warming kitchen, which includes refrigeration, warming oven, prep table, hot and cold running water, and garbage disposal in the sink. Additional refrigeration and freezer space is available by prior arrangement. A 350 pound capacity ice machine is available for the caterer's use.
9. **Caterer and/or Tenant is responsible for removing all food/beverage related waste from the premises. Leftover food/beverages MUST be removed from the premises at the conclusion of the event.**
10. Caterer is responsible for leaving the premises and any house equipment used in the condition in which it was found.
11. THE COLUMNS is not responsible for any loss, theft, or damage to the caterer's equipment or to the personal effects of any guests, florists, entertainers, servers and others.
12. The renting party and said party's contracted caterer and/or event planner agree to indemnify or hold harmless THE COLUMNS from any liability damage or claim including counseling fees, arising from alcohol service and consumption. Normally the homeowner's policy of the renter (or parents) will suffice to meet this requirement.

13. In the event the renting party does not have an approved caterer for the event, the renting party is required to pay an additional \$250 security deposit toward clean-up and potential damage.
  - A. It is the responsibility of the renting party, florist, event planner, decorator to remove from the premises all decorations and related waste promptly after the conclusion of the event. A \$25.00 per bag/box/item fee will be assessed otherwise. PLEASE NOTE: Cardboard boxes must be broken down before placing in the dumpster. A \$25.00 fee will be assessed otherwise. **A moving and/or storage fee may apply for any items left in THE COLUMNS beyond the first business day after the event.**
  - B. No items may be taped, tacked, duct taped, stapled, glued, nailed or affixed to tables or walls. No items can be attached to or hung from any lighting fixture. Tacky substance may be used and must be completely removed immediately following the event. Please know that this substance may leave a stain or residue, thus a damage charge could be assessed. **USE OF ANY TYPE OF GLITTER, SMALL METALLIC FOIL OR PAPER CONFETTI IS NOT PERMITTED.**
  - C. The florist/event planner/decorator is requested to use plastic drop cloths to keep water and/or wax off the floors, at all times. If using candles, please ensure that melting/dripping wax is contained. Any resulting stain or damage will be surcharged. Any potted plants, trees, etc. should have liners.

#### **ALCOHOL SERVICE**

1. Alcoholic beverages may be brought to THE COLUMNS by the renting party to be served by the renting party's contracted caterer.
2. Caterer should be licensed and insured in the service of alcohol. (or see 12 above)

#### **DECORATIONS/FLORIST POLICY**

1. Florists are encouraged to schedule a visit to THE COLUMNS to become familiar with the space. Call 949-0888 to schedule a visit.
2. Florists are to use plastic drop cloths to keep water and/or wax off the floors
3. There are no cooling facilities for flowers at this location.
4. Florist or renter must clean up after the event.
5. **USE OF ANY TYPE OF GLITTER/SMALL METALLIC FOIL OR PAPER CONFETTI IS NOT PERMITTED.**
6. Florists will pick up pots, urns, or props left at THE COLUMNS the next business day following the function unless otherwise arranged. Please schedule the pick up time with THE COLUMNS. THE COLUMNS is not responsible for any items left on the premises.
7. Any decorations fastened to the existing walls must be done with care. No nails, hooks or other penetrating objects are to be used. Consult with THE COLUMNS' Maintenance Supervisor for decorating guidelines.

#### **ENTERTAINMENT POLICY**

1. No musical group or DJ may be booked to play later than 12:00 A.M (midnight). unless prior arrangements have been made. There is an additional charge for use of the facility after midnight.

2. All entertainment equipment should be set up completely prior to the beginning of the function.
3. Power requirements: 110V and 220V are available.
4. It is recommended that entertainers schedule a visit to THE COLUMNS prior to the function to become familiar with the facility's acoustics and power sources.
5. Stage requirements must be made known to THE COLUMNS prior to the function and are the responsibility of the entertainer. Any rented equipment, staging or otherwise, must be removed at the function's conclusion, or not later than the following business day.
6. THE COLUMNS has dressing/changing areas available.
7. Upon function's end, the entertainers must vacate the premises promptly.

#### **PROPERTY DAMAGE**

1. The renting party is responsible for the conduct of its guests. Costs relating to loss or damage of THE COLUMNS property (including but not limited to carpet, mural work, exhibits, and equipment) by renter and/or guests will be the responsibility of the renting party and become payable within 30 days from notice of those replacement or repair costs.
2. THE COLUMNS does not assume responsibility for loss of, theft of, or damage to the possessions of the party renting the facility or said party's guests or service providers.

#### **PARKING**

1. There is limited on-street parking in the immediate front of THE COLUMNS. We will, upon prior request, put cones out to reserve spaces for caterers, florists, entertainers, etc. Prior contact with the City Police Department is advised and encouraged.
2. There are 60 available spaces in the parking lot immediately behind THE COLUMNS. Parking is generally easily available evenings and weekends. There is a handy rear entrance to THE COLUMNS from that parking lot.
3. The Altoona Parking Authority will make FREE parking available to all of your guests in the parking garage across the street for a single fee of \$50.00, payable in advance of the function. Those arrangements are made directly through the Altoona Parking Authority by calling (814) 943-8133 or (814) 944-0559.

#### **OUTDOOR WEDDINGS**

The Gazebo, located a block away from THE COLUMNS, is available for outdoor wedding ceremonies. Reservations can be made by calling 814-944-0559. In the event of inclement weather, the wedding ceremony may be held directly in THE COLUMNS.