



RECYCLING THE PAST

ROUND TOP BALLROOM

Rental Agreement

Decorating:

We invite your florist, Decorator or Family to customize the space to fit your event. A vast array of ever changing elements and amazing antiques are available for rent. Fixed shelving and walls must stay in place. (We do have a very small list of No No's.....) inside the venue we cannot allow confetti, rice, or sparklers, and candles must be contained.

Tents:

We allow tents to be placed on site, we can provide companies to choose from. Placement close to the building must be approved during planning due to underground utilities.

Capacity:

We welcome up to 150 for seated dinner / dancing 4-6 hrs, and up to 250 for cocktail party and floating dinner 2-4 hours.

Hours:

Events are on a 6 hour and a 12 hour rental period. The Ballroom has a curfew at 12.30 am.

Cleanup:

At the conclusion of the event the vendors and or clients will be responsible to leave the Ballroom and any rentals in the same condition they were received. We please ask that all vendors must complete clean up within 1.5 hours after event has concluded (this allows our staff to get home safely especially late night events).

Payment:

1/2 deposit will be required to reserve your specific date. Final payment must be made in full seven days prior to event. We accept cash, checks or wire transfers.

Cancellations:

Unfortunately, any cancellations within 30 days prior to the event will result in loss of deposit.

Insurance:

We require a certificate of insurance that covers general liability and if liquor is being served a separate liquor liability must be included.

Smoking:

We do not allow smoking inside of the venue.