



IMLCA Hall Rental Information

Did you know you can rent out the hall, in the Clubhouse, for your own private event?

From birthdays, weddings, baby showers and more, the hall is open to our members, their families and guests to celebrate the big day! If you are interested, please stop by the office. We will be more than happy to help you out.

We want to remind members that dates for hall rentals are first come first served. We can only confirm your booking after you have filled out the *Rental Agreement* and paid the rental fee. Please check with us in the office if the date you are interested in is open. Book as soon as you can so you can save your special date!

Cost: \$150 to rent + \$200 security deposit

The Security Deposit is due at least three weeks prior to the rental. It can be in the form of cash or check. We hold the check or cash in the office and do not deposit it unless there is damage to the clubhouse.

Hall Rental Includes:

Full Use of Clubhouse Hall*, Bathrooms and Kitchen. (Including tables and chairs to be moved by member)
Kitchen includes 2 stoves, 2 microwaves and refrigerator.

- 2 hours prior to event for setup
- 5 hours for event**
- 2 hours post-event to cleanup
- A total of 9 hours for the entire rental**

*The Hall Rental does not include use of the Association's A/V setup or the Bunn Coffee Pot in the kitchen.

**If you need more time for your rental, you may purchase time for an additional \$40 per hour.

You may decorate the hall however you would like; however, we do not allow anything to be hung from the ceiling, ceiling fans or the projector. You are more than welcome to have your event catered, hire a DJ or have other services you would enjoy!

We offer optional appliances for your event for a small extra fee!

Popcorn Machine - \$45 – Includes 1 bag of Popcorn, additional bags are \$3 each

Hot Dog Roller - \$25 – You will have to supply your own hot dogs and buns

A final note – our hall rentals are for private events for IMLCA members in good standing. This does not include any church, school or business function. All Hall Rentals must be done in person at the IMLCA office with payment and deposit when registering.

We hope to help be a part of your special day. Remember the office is always here to help out, make sure to call us if you have any questions or concerns.