

Hall Rental Check List

Thank you for holding your event at The Center of Harmony's historic Opera Hall. This document will help you to plan and have an enjoyable gathering. Please don't hesitate to contact us with any questions or concerns.



Prior to your event

- _____ Contact Signed with non-refundable security deposit, and refundable cleaning deposit.
- _____ Walk through with Event Manager one week prior.
- _____ Did you need different/additional tables or chairs?
- _____ If your event is public, complete and submit the "Events Form" to the Event Manager to publish information on our website calendar and related social media sites.
- _____ Final payment due 48 hours prior to the event.

Day of the Event

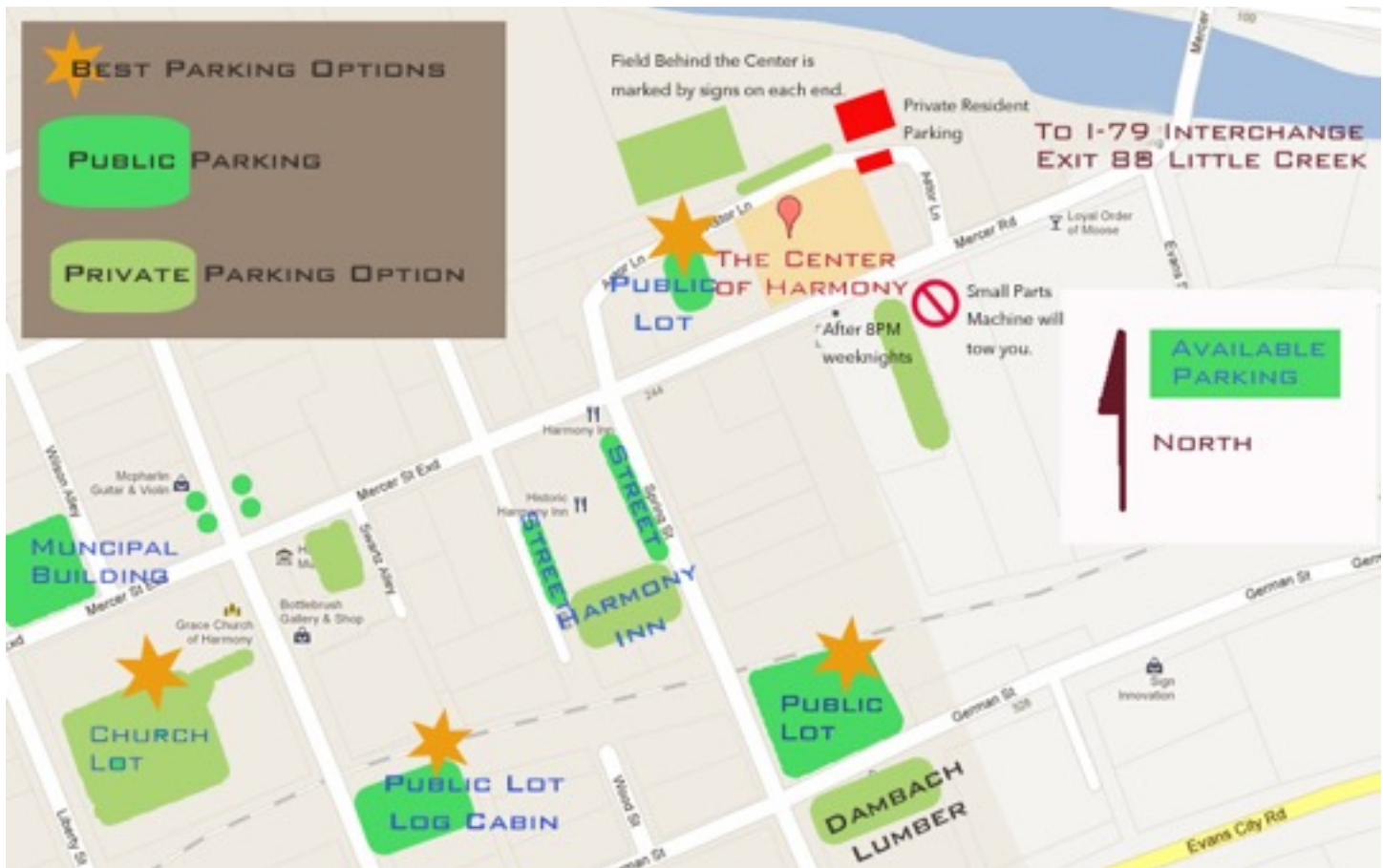
- _____ Set up team. do you have your set up crew ready?
- _____ Confirm time and access code with Events Manager?
- _____ Parking. Please share the map with your guests. We have found it beneficial to have someone from your event outside to help direct parking, if it is a larger gathering.
- _____ Additional Supplies. While we make every effort to have the restrooms and trash receptacles full stocked, you may occasionally run out of towels, toilet paper or garbage bags. There are extra/replacements located in the utility closet between the restrooms.

After the Event

- _____ Tables and Chairs, stacked neatly and rented to the closet on the lefts of the Men's bathroom.
- _____ Wipe down any spills or stains on walls, tables and chairs.
- _____ If there is debris or spills on the floor, please sweep/mop up.
- _____ Empty all trash and recycling bins. You can dispose of them behind the greenhouse, The large dumpster is for trash, the smaller is for recycling.
- _____ Make sure both thermostats are set to "OFF"
- _____ Do NOT lock any of the doors on the Opera Hall Level.
- _____ Be sure to close and lock all doors on the ground level.
- _____ Turn off all lights in the bathrooms, hall and stairwells on your way out.

Parking for the Center of Harmony

Parking at the Center of Harmony and in town is limited. We try to be good neighbors with the local businesses and residents. You can help by understanding and communicating the parking options with your guests and participants. The follow is a map and description of available parking options.



Primary Parking Options - The Center of Harmony lots.

- The Center of Harmony's main lot, it will hold approximately 18 cars.
- The Center of Harmony's back lot. This begins at the edge of the greenhouse and extends along the length of the building. *** The three spot to the left of the greenhouse are private resident parking, please don't block. Also the garage behind the Center is private, do not block either end of it.
- The Center of Harmony's back field. There is ample parking for vehicle in the back grass lot. You may park anywhere between the signs posted at either end.

Public Lots

- Behind the "Weaver's Cabin" - Just west of the Center of Harmony's back lots on Aster Lane, there are approximately 20 spaces behind the Historic Weaver's log cabin.
- Spring Street Public Lot, just across the tracks and across from Harmony Boro's maintenance building, there are over 40 spaces available. This is a short 1/2 block walk to the Center.
- The Municipal building at the top of Mercer Street has parking available.
- The New Visitors Log Cabin Kiosk Lot. Located on Main street just south of the Square. Large, open gravel lot.

Private Lots

- There is parking available directly across the street beside the Velvet Salon and Harmony Emporium. This is their private lot. Our guests are permitted to use them whenever those businesses are closed. Typically after 8PM on weeknights.
- DO NOT PARK in the Small Parts Machine lot. They will have you towed.
- Dambach Lumber Lot, Available after 5PM weekdays and Noon on Saturdays.