

CARPENTERS' HALL RENTAL INFORMATION

320 Chestnut Street, Philadelphia, PA 19106

215.925.0167 | christythompson@carpentershall.com | carpentershall.com

CATERING

Award winning Restaurant Associates is the preferred caterer for Carpenters' Hall. Contact Ella Lange at 215.670.2367.

AVAILABILITY

Carpenters' Hall is open to the public from 10:00 AM to 4:00 PM, Tuesday through Sunday and, therefore, cannot be rented during those hours.

It is closed to the public on Tuesdays during the months of January and February. Equipment may be delivered after 10:00 AM; however, access to the first floor of Carpenters' Hall is not permitted until 4:00 PM for event preparation.

CAPACITY

For a dinner, Carpenters' Hall can accommodate 82 guests and 125 guests for standing receptions or cocktails. The customer is required to furnish to the Company a guest attendance count no later than five days prior to the event date.

RENTAL FEE

\$2,500 Rental Fee is for a four hour event period (not including set-up and takedown time).

Time allotment may be extended with special permission from the Managing Committee at a cost of \$250 for every additional hour.

\$150 Site Supervision Fee, **\$2,650** Total Rental Fees

\$1,250 deposit must be returned promptly with the signed rental agreement. The balance is due ten business days prior to the event. The event will not take place without the full payment in hand.

EQUIPMENT

The customer or caterer shall provide all linens, silver, glasses, and other accessories. Delivery of the rental equipment must take place on the day of the event with pickups the following morning.

All vendors engaged by the customer, including, but not limited to: decorators, party planners, and parking companies are subject to prior approval by The Carpenters' Company.

The following equipment is available at no charge:

- 100 Padded Wooden Folding Chairs
- Eight 60" Round Catering Tables

- Two 6' Bar Tables
- One 8' Bar Table
- Two 30" Round Cocktail Tables:
- Two Metal Coat Racks
- One Mahogany Speaker's Podium

RESTRICTIONS

Because Carpenters' Hall is a historic building which remains open to the public, the following limitations are placed on all events.

- No propane is allowed on site
- No candlelight, or open flame of any sort
- No smoking
- No dancing
- Bar facilities are restricted to the first floor
- All trash must be removed from the premises. No equipment will be stored at the Hall for longer than one day after the event without permission.

ACCESSIBILITY

Carpenters' Hall is not wheelchair accessible. Restroom facilities are available on the second floor, reachable only by stairs.

INSURANCE

The Customer is required to obtain and maintain for customer and anyone who is providing a service for the event, comprehensive general liability insurance including:

- contractual liability insurance with a minimum combined single limit for personal injury (including death) and property damage of \$1,000,000 for any occurrence;
- statutory limits for worker's compensation coverage;
- \$500,000 liquor liability;
- and \$1,000,000 business automobile liability, all in a form satisfactory to the Company.

Caterers are obligated to carry the necessary insurance if not on file, and submit a Certificate of Insurance to the Company one week prior to the event date.

The customer is required to provide Company with certificates of insurance, aforementioned no less than thirty days prior to the event date.

All insurance must name The Carpenters' Company as additional insured with primary coverage.