

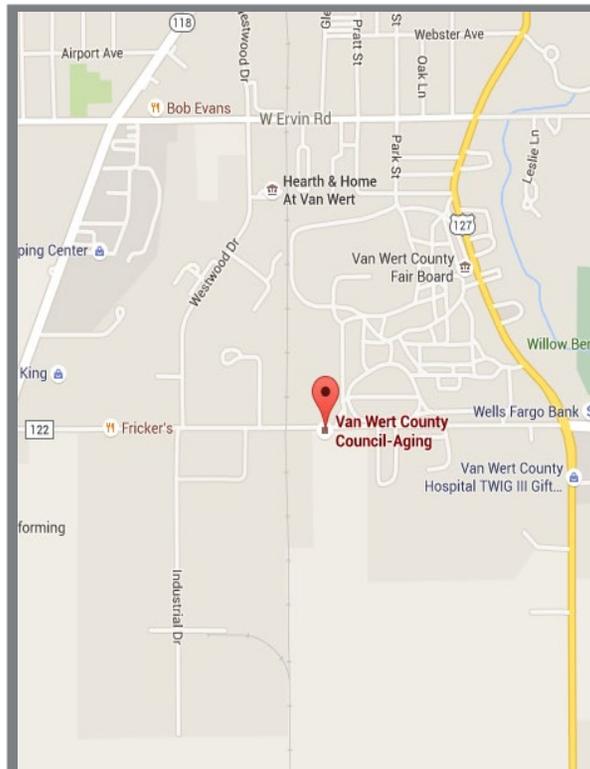
Make Your Event One to Remember!

The Van Wert Senior Center is a great facility for trade shows, dances, wedding receptions, banquets, fundraisers, graduation parties, family reunions, or a host of other events. Our staff will work hard to help make your event a success!

The facility is located at 220 Fox Road in Van Wert, Ohio. An easily-accessible location, high visibility, and ample parking make it one of the best rental venues in the area.

The Van Wert County Council on Aging oversees rental of the facility. All proceeds from rentals are used towards senior programming.

The entire facility is just over 10,000 square feet, and our great room features all matching tables and padded chairs that accommodates approximately 320, along with a substantial dance floor. Handicap loading areas are available in front of the building, along with handicap accessible restrooms.



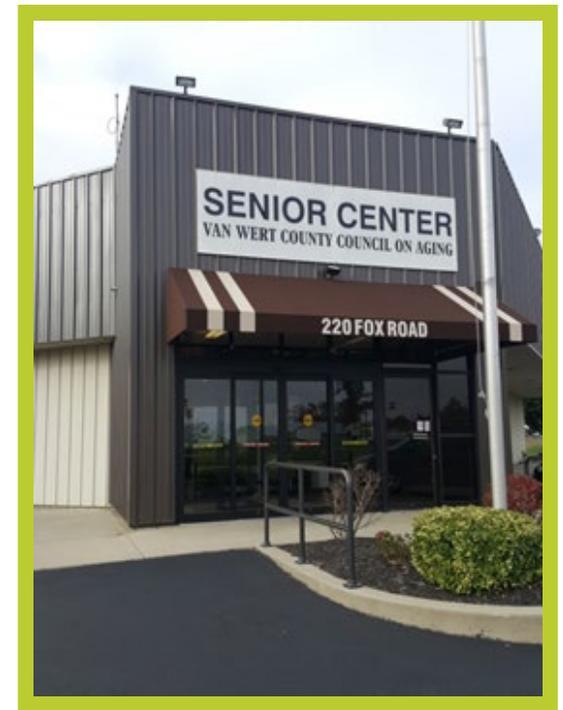
220 Fox Road
Van Wert, Ohio 45891

Phone: 419-238-5011

Fax: 419-238-5054

Email: vwaging@vwcouncilonaging.com

Monday- Friday
8:00 a.m. to 4:00 p.m.



Van Wert Senior Center

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Van Wert, OH 45891
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Fax: 419-238-5054
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Rental Information

The Van Wert Senior Center is a 10,000 square foot facility located on the southern edge of Van Wert. The Center is available for rental for wedding receptions, graduation parties, or other gala events.

For more information, see inside this brochure or call 419-238-5011 Monday through Friday 8:00 a.m. to 4:00 p.m.

Rental Rates:

Weekend:

\$650.00

(Beginning at 3:00 p.m. Friday and ending at 5:00 p.m. on Sunday)

All Renters' are responsible for cleaning the facility.

Tuesday-Thursday:

The facility is available for rentals for lectures, small parties, dinners, etc. for an hourly rate. The hall is available from 5:00 p.m. – midnight Tuesday through Thursday for \$60.00 an hour with a 2 hour minimum. For a one day rental rate (7:00 a.m. to 12:00 a.m. of that night) please contact us regarding the rate.

The Council on Aging includes some basic amenities such as roasters, coffeepots, utensils, and more.

FAQ's

Q: Do I have to sign an agreement?

A: Yes, a rental agreement signed by all parties is required for all events.

Q: Is there a deposit to hold the date of rental?

A: Yes, to insure your date will be held, the Council on Aging requires a \$100 date deposit.

Q: Is there damage deposit?

A: Yes, there is a \$300 damage deposit required for all rentals; this is in addition to the regular rental rates. This fee will be deposited in our account. Upon proper return of the keys & the building is returned as it was initially rented, the damage deposit check will be mailed to lessee within 10 business days. We ask that the facility is returned in the appearance and state it was at the time of rental.

Q: Is this a smoke-free facility?

A: Yes, this is a smoke-free facility, including e-cigarettes/vaping.

Q: What is the capacity of the building?

A: The capacity of this building is 320 people.

Q: Can alcohol be served at my party?

A: Yes, but the renter will need to provide proof of an insurance rider naming Council on Aging as additional insured party for the date of the event. The certificate of insurance must indicate at minimum \$300,000 general liability policy which includes bodily injury and property damage and also extends liquor liability to the event.

Q: Can I use the kitchen?

A: Yes. There is ample storage for cooling in the kitchen. While there is not a stove/oven, there are roasters, crockpots & serving utensils available.

Q: Can I use the flat-screen television?

A: Yes but be aware that the renter is responsible for all/any damages. The pool table cannot be used as a table or as a place to store items. Also, the pool table cannot be moved in anyway.

Q: When can I begin decorating?

A: Weekend rentals will have full access to the facility beginning at 3 p.m. on Friday. Items are not able to be stored at our facility prior to or after your event. Items are not permitted to be nailed to the walls. We have a 6 ft. step ladder available for your set up. Per fire code, if candles are used they must be tea light candles that are enclosed in glass. Long taper candles are not to be used.

Q: What is the renter responsible for?

A: Renter assumes full responsibility for its group's conduct & for any loss, wreckage, or damage to the building or contents.

Q: When do I have to be out of the premises?

A: The facility needs to be vacated, cleaned, and ready to go by 5:00 p.m. the day after your rental. In the event of weeknight rentals, facility must be ready by midnight the day of the rental.

Q: Is my deposit refundable?

A: The \$100 deposit to hold your date is refundable only if your cancellation is made at least 60 days before your scheduled event.

Q: If I choose to have the COA clean, what am I responsible for cleaning?

A: Responsible for all cleaning aspects as well as putting back tables and chairs in correct location.

