

PHCC Rental Guidelines

These are guidelines and may change at the discretion of the PHCC Board Members

Small Room Rental: \$60 for 4 hours or less
\$100 for all day

Set-up may be done ahead of time if the rooms are available.
Tables/Chairs are available for a fee of \$25 per room (no outside equip allowed)
Kitchen Use: \$25 fee (If using stove, then \$50)

Gym Rental: \$100 for 5 hours or less
\$200 for all day

Set-up may be done ahead of time if the gym is available
Tables/Chairs are available for a fee of \$50 (no outside equip allowed)
Kitchen use: \$25 fee (If using stove, then \$50)

Garden Room Rental: \$100 for 4 hours or less
\$25 per hour for each hour over 4 hours

Set-up may be done ahead of time if the room is available
Tables/Chairs available for a fee of \$25 (no outside equip allowed)
Kitchen Use: \$25 fee (If using stove, then \$50)

Deposits: Gym \$100
Rooms \$50

Deposits are required to save your date. The deposits will be returned if the rooms are cleaned, trash taken out and there are no damages.

All deposits are to be payable to PHCC and paid immediately to hold the date. Rental payments are due 14 days prior to the rental. If not possible, cash payment is due at time of rental.

Deposits are required and will be returned after inspection of the rooms and grounds, providing they were cleaned and no damages evident. No deposits are required for City and/or School functions and certain non-profit events.

Cancellation Policy: Cancellations of the event made 30 days prior to date of event receive full refund, less a \$25 cancellation fee. Cancellations made 29 days or less, all monies are forfeited. No refunds for no shows, late arrivals or early departures.