

## KEY PICK UP, EVENT DAY INFO & MISC.

[KEY PICK UP & RETURN AT MY HOUSE](#) – 265 W. Walnut St., Marietta, PA. Cell [\(717\) 575-7476](#)

SIGNS - Portable Signs for Parking & UMH are located in the Kitchen

YOU MUST PROVIDE - Hand Soap, Garbage bags, Toilet paper, Paper towels & cleaning supplies. Vacuum cleaner upstairs and brooms & a mop/bucket beside the refrigerator for your use to tidy up. Please leave it clean & ready for the next rental. GARBAGE REMOVAL - At the end of your event,

NO tape or tacking anything to the walls etc. (you can tie or use COMMAND PRODUCTS by 3M).

NO HELIUM BALLOONS INSIDE – if they get loose we have to hire someone to get them down from the ceiling with scaffolding.

Please remember to bag up your garbage and take it with you.

TABLES/CHAIRS – It is not necessary for you to carry tables/chairs upstairs. Leave them where you use them. At the end of your event leave the tables & chairs standing. Do not stack tables & chairs against walls. If you need them out of your way you can store upstairs. If you take upstairs stack tables on floor on top of each other and chairs should also be stacked on floor on top of each other not against walls.

NOISE – Music is permitted (at a reasonable decibel). Noise ordinance – all music must lowered by Midnight. ALCOHOL – Is permitted - Insurance certificate required.

PARKING on the street or at the [Susquehanna Waldorf School one block over \(15 W. Walnut St.\)](#). Do not park in the Post Office Lot. You can park temporarily in front of the building close to the walkway while unloading & loading only! This is a regular road so do not block the roadway. We having parking signs for your use.

SMOKING is not permitted inside the building. Smoking is permitted on the grounds, provided that butts & other refuse are deposited in the appropriate receptacles (which you must supply & remove from the premises at the end of your event).

Remember to return the key where you picked it up. Once I have checked the building over, you will receive your \$100 refund check back.

THERMOSTAT INSTRUCTIONS – Set to Auto and set to heat or cool. At the end of event - Spring/Summer/Fall – turn off. Winter – turn back to 55.

MISC. – Turn off all lights inside & out. Heat turned back & air-conditioning turned off. Candles must be contained in Glass. Windows do not open, Breaker Box in Kitchen by sink. Turn refrigerator temp to "1" at the end of your event.

**Thank you for renting the Union Meeting House – we hope you have a joyous event.**

**Sincerely,**

**Meghan Lewis**

**MRA Facility Coordinator**

## **MISC. INFO**

Floor space - downstairs one big room 37' long x 34' wide holds about 125 downstairs and could hold another 40-48 up in the balcony area which looks down into the main room.

Upstairs railing 18' across - recommend 8-9 yards of organza/tulle per rows across. Add lights in the organza you'll need at least 100' of lights per row. Plug into window outlets and duct tape cord to floor. (Tape is permitted on floor only)

Kitchenette with full refrigerator, coffeemaker, microwave, sink & handicapped accessible Bathroom.

Handicapped accessible ramp to side door of UMH.

We provide tables/chairs (if we don't have enough for your needs, you'll need to get the remainder). 12 (8') tables, 9 (6') tables - all oblong - the 8' tables hold 8-10 people. & 6' tables hold 6-8 people. We have about 100 folding chairs.

**Alcohol is allowed** – Insurance certificate required.

[www.CVLinens.com](http://www.CVLinens.com) – for chairs covers, table covers, sashes (6' tables 60 x 120) & (8' tables 90 x 132) these will be to the ground, folding chair covers for rounded back chairs that we have around \$1.59 each

[www.webstaurant.com](http://www.webstaurant.com) – Plates, Silverware and so much more. Great prices and great products. High Quality. Plastic silverware looked real and the plates looked like bone china.

[www.rentalworldpa.com](http://www.rentalworldpa.com)

## **Premier Linen Co.**

Located in Marietta can rent you table linens at a good price should you need them. Call Bev at 717 426-4000

**Organ is not available – damaged.** Do not store anything around the Organ.

## **Catering**

Harvey's Barbeque – (717) 449-0656

Kristen's Katering – (717) 621-8744

The Gathering Place – (717) 653-5911

Festive Board – (717) 854-2420

Trellis Place  
rhonda@trellisplace.com  
717-342-6888

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