

BROOKSHIRE CENTER KITCHEN AND BANQUET FACILITIES RENTAL FEE SCHEDULE

Rental of the Brookshire Center kitchen and/or banquet facilities is available to residents of Brookshire. All rentals include the use of the patio outside of the banquet area and restrooms on the lower level. NO OTHER Brookshire Center facilities or rooms are included in the rental. The use of the exercise room, the pool tables, ping pong area, rooms on the upper level, outside Bocce & Shuffleboard courts and equipment not listed below is specifically EXCLUDED.

A Banquet Hall volunteer will be present to unlock the kitchen and review rules and procedures. **Please contact at least two weeks prior to the date of your rental to coordinate the opening of the Kitchen on the day of your event.**

- **BASIC RENTAL***
 - Includes use of banquet facilities, refrigeration, coffee urns, and microwave.
 - Assumes use of disposable dinner and tableware provided by the person renting the facility.
 - Assumes food preparation takes place off premises, but may be re-heated using the microwave oven in the Center**Cost: \$75 per day.**

- **FULL RENTAL***
 - Includes use of banquet and kitchen facilities including stoves, ovens and dish-washing equipment.
 - Assumes use of tableware and dishes in the Center kitchen.**Cost: \$120 per day.**

- **FULL RENTAL WITH CATERER*****Cost: \$120 per day.****PLUS an additional \$100 deposit will be held in reserve to cover any damage that may occur**

- **Wedding Reception for resident*** (Includes equipment in Full Rental)**Cost: \$120 per day****With Caterer: An additional \$100 deposit will be held in reserve**

- **Wedding Reception for resident's family member*** (Includes equipment in Full Rental)**Cost: \$500 per day****With Caterer: An additional \$100 deposit will be held in reserve**

Make rental checks payable to: Brookshire Community Center.

Make checks for rental payable to Brookshire

- **Payment** for Banquet Hall rental will be made by check to Brookshire Community Center *at the time of reservation.*
- **All reservations** for use of the kitchen and banquet facilities **MUST** be made with Ellen May, the scheduling administrator. Address: 968 Cambridge Drive Telephone: 570-520-9057

***Please note that the use of any other Kitchen equipment...
Will require approval**

Revised 9/06/21