



## Special Event Rental Reminders

**Alcohol – NO OUTSIDE ALCOHOL.** Alcohol purchased in the Bar can be consumed in the back courtyard, but not in front of the building or on Egleberry Street.

**Bar** – Event guests may purchase drinks from the bar. **The Bar takes cash only.** There is an ATM in the hallway. Veterans may be present in the Bar during an event, but they will not go into the main hall. The pool table and darts will not be available during rental events. When the event is over and the event host has left the building, the Bar returns to a private club and event guests are no longer permitted.

**Set Up** – Renter is responsible for setting up tables and chairs the way they want them. Please cover tables with linens or plastic. Please check ahead of time to make sure the building is open at the time you plan to set up.

**Cleaning Up** – Put all trash in barrels provided. Clean kitchen if used – wipe counters, clean spills, wipe out fridge if something leaks. If you take tables and chairs outside they must be put back inside the hall.

**Children – PLEASE SUPERVISE CHILDREN.** Do not let children run around or climb around the BBQ area. Please have something for kids to do – activity table, games, etc.

**Coffee Pot** - We can provide a coffee pot, but we don't provide coffee, cups, etc.

**Dishes/Utensils** - We do not provide plates, utensils, serving dishes. Renter must provide all the items needed.

**Decorations** – Only painters tape or 3M Command strips are authorized to affix to the walls, windows, lights, ceilings, furniture, fixtures or any other property. **NO SCOTCH TAPE PLEASE. Helium balloons MUST** be tied to strings attached to a weight of some sort. If a balloon string is tangled in the ceiling fans, the renter will pay for the cost of removing it and any repairs to the fan. **Do NOT leave disposable helium tanks. No CONFETTI of any type or GLITTER.**

**Doors** – Doors on Egleberry Street must remain shut at all times during the event.

**Staff** – Please notify a staff member about any issues, such as clogged toilets.

### Veterans Hall Specs

Table Size	Quantity Available	Linens		Seating Capacity Max (COVID Consideration)
		Standard Drop (24" Round/15" Rec)	Floor Drop	
6ft Round	10	84" or 120" cloth	132" cloth	8 (6)
6ft Rectangle	5	60"x126"	90"x132"	6 (4)
8ft Rectangle	34	90"x132" or 1 roll (100ft) of plastic covers 11-12 tables	90"x156"	8 (6)
Chairs	150			

### 100-Cup Coffee Maker

*We only provide the coffee pot. You must provide coffee, cups, creams, sugars, stir sticks, etc.*

#### Safety Precautions:

- Scalding may occur if the lid is removed during the brew cycle.
- Do not place on or near a hot gas or electric burner or in the heated oven.
- Do not use coffee maker for any other use than brewing coffee or heating water.

#### Amount of Coffee to Use:

1 cup of brewed coffee = 5 fluid ounce.

Water Level	Strong Cup of Coffee	Mild Cup of Coffee
100 cups	8 cups of grounds	6 ¼ cups of grounds
80 cups	6 ½ cups of grounds	5 cups of grounds
60 cups	5 cups of grounds	4 cups of grounds
40 cups	3 ½ cups of grounds	2 ½ cups of grounds

#### Operation:

Brew time is approximately 60 minutes for full batch.

Do NOT put HOT WATER in the coffee pot. Use COLD WATER. *If hot water is used, the internal thermostat will indicate that it's hot and not heat the water.*

Do not make less than 40 or more than 100 cups of coffee at one time.

Wet the coffee basket to help keep small particles from sifting through. Add the measured amount of regular grind coffee directly to the basket; no filter is needed.

To make a good cup of coffee it's recommended that you remove the basket once the the perking is done. These machines tend to keep the coffee very hot and cause condensation inside. When the steam cools and drips off the lid it will make the coffee progressively stronger (and bitter) if it passes through the grounds again.