



## Conservation Center Rentals FAQ's

**Q: How many people can your venue hold?**

A: We can accommodate up to 150 guests by code; however we can comfortably seat 75 guests at tables.

**Q: Do you have chairs and tables available?**

A: Yes, we have 12 eight-foot rectangular tables and 75 folding event chairs available for every rental.

**Q: Do you provide tablecloths?**

A: No, you are required to bring your own tablecloths.

**Q: Can I bring my own alcohol for the rental?**

A: We have a permanent liquor license, and all alcohol onsite must be purchased through us. Unfortunately, outside alcohol cannot be brought in.

**Q: How do we go about having alcohol at the HRAA?**

A: If you'd like to have alcohol served at your event, you must book our bartender. The rate is \$25/hour with a minimum of 4 hours, payable in cash at the start of the event. We serve Beer & Wine at \$5.50 and Coolers at \$6.50 (pricing subject to change).

**Q: Can we have mixed drinks available from the bartender?**

A: Yes, we can provide mixed drinks, and you are responsible for providing the mixes. Mixed drinks are sold at \$5.50 each. (Prices subject to change) Please discuss this option ahead of time so we can prepare accordingly.

**Q: What if I want an open bar or drink tickets?**

A: No problem! Our bartenders can set up an open bar or provide drink tickets. We record all drinks sold, and the renter pays the bill at the end of the night. Drink pricing remains the same.

**Q: Is the kitchen available for my rental?**

A: Yes, the full kitchen is included in the rental fee. It features a stove, oven, fridge, coffee and tea urns, electric kettle, household 12-cup coffee maker, toaster, serving platters & utensils.

**Q: Do I need to bring my own plates, cups, or silverware?**

A: No, we provide place settings for up to 75 guests, including plates, cups, and silverware. Please ensure they are hand-washed, dried, and put away after use.

**Q: Can I use the dishwasher in the kitchen?**

A: Unfortunately, the dishwasher is only for household use and not available for commercial rental purposes. It's mainly for staff.

**Q: What other amenities are included in the rental?**

A: The rental includes the use of a podium, projector screen, coat rack, tables, chairs, and room dividers.

**Q: Can I take the large picture or the salmon above the fireplace down?**

A: No. These items are of great significance to our association, and we do not want any damage to occur. If you wish to hide them, please discuss with the rental manager. They must remain in place at all times.

**Q: Can I remove other pictures from the walls?**

A: We strongly discourage removing any wall pictures, as they could be broken or damaged. If you must, please record a video of the room beforehand to ensure proper placement. Store the pictures in a safe location for reinstallation.

**Q: Can I hang things on the walls?**

A: Yes, you may hang items using only 3M hooks—no tacks, tape, or nails allowed.

**Q: Can I hang things from the ceiling?**

A: Yes, hooks are already installed for your use. Please do not add additional hooks.

**Q: Can I bring your chairs outside for a ceremony?**

A: YES, however all chair legs must be wiped with a magic eraser before bringing them back inside the venue.

**Q: Can I use the downstairs of the building?**

A: No, the downstairs of the building is offices and storage and is not accessible to renters.

