



Stormont Vail

EVENTS CENTER

Historic Heritage Hall

Rental Fee:

\$3,200 plus catering minimums
- up to 15 hours of access

\$1,700 plus catering minimums
- up to 8 hours of access

\$2,400 - no food or beverages allowed
- up to 8 hours of access



Included in rental:

- Round or rectangle tables
- Indoor chairs
- Set up and clean up of space
- Sound system use
- Insurance for guests
- Gazebo use
- Custodial staffing
- Event Staff/Security

Things to think about:

You may rent chairs from another vendor
Layout confirmation is needed two weeks out
Final balance is due no later than 30 days before your event
Food and beverage choices are due no later than one week out
Bar service is exclusive to OVG, no outside alcohol will be allowed in to the hall

Extras for rent:

- Linens: \$9.00/each
- Highboy cocktail tables - \$10/each
- Day before access - \$800
- Outdoor chairs - \$1.00/each



Rules and Regulations

No outside food or drinks are allowed into the space

No flames are allowed in accordance with fire codes. Any decorations such as crepe paper, hay bales, greenery (live or fake) must be fire retardant material. Fog machines are NOT ALLOWED, they will set off the fire alarm

Taping, tacking, gluing and nailing to painted surfaces is not permitted

The air vents on the front of the stage may not be covered except by netting, which allows air to flow through to provide air supply for the heating/cooling units

Staples and tape are allowed for use on the Gazebo but no fasteners/tape/staples will be left behind on the structure. Screwing into the gazebo structure is not allowed

The operations department will have final approval of hanging decorations from the rafters/ceiling

You may not place self-adhesive hooks around the arched windows or doorways

Ladders and tools are not available for use. Client will need to provide any tools needed for decorating

Layouts cannot be changed without permission from your Event Manager. The operations staff must handle any set-up changes and additional charges may be added

The drive in front of Heritage Hall is a FIRE LANE. Vehicles may not park in front of the building except for loading and unloading

Heritage Hall is a smoke free space. During all events, designated smoking will be outside the west or east side of the hall

The Fire Marshal has designated areas for fire lanes. These areas must remain free of tables, chairs, exhibits, displays or any other equipment at all times. There are no exceptions

We strongly suggest private events provide guests with invitations to be shown to security at the door

Drinking alcohol is not permitted during your decorating or move-in times unless a security staff member is paid for and in place. All use of the building must be supervised by an Events Center staff member

Any time there is alcohol being served no less than two security staff will be in place

Items in the storage room are strictly off limits to anyone other than Events Center staff. Arrangements for use of items in this area must be made ahead of time and paid for

BYOB events are not allowed. Any event utilizing Heritage Hall will need to use OVG bar service. No outside alcohol will be allowed into the building

Decorating and move-in will take place the same day as the event UNLESS you have paid a fee to utilize the day before

There will be no driving in the grass or concrete area adjacent to the Gazebo. Loading and unloading will be done from the street in front of the building

All decorations must be approved by your Event Manager

