

Veterans Memorial Building Fee Schedule

Group or Organization

Fee

Within the Borough

Service group/Non-Profit

\$25/hour, \$250 per day

Other groups

\$30/hour, \$300 per day

Individuals

\$30/hour, \$300 per day

Outside the Borough

Service group/Non-Profit

\$100/hour, \$800 per day

Other groups

\$150/hour, \$1000 per day

Individuals

\$150/hour, \$1000 per day

Kitchen

\$75/hour, \$600 per day

\$50/day if using as a service area
only – no appliances are used

Plus a \$100 cleaning fee deposit – refundable (3 business days) if after inspection the kitchen is found to be clean

Audio/Visual System

\$300/event/day

Plus a \$250 security deposit to cover damages – refundable (3 business days) if after inspection the system is found to in good condition and working order

Within the Borough – Large Conference Room

Service group/Non-Profit

\$25/hour, \$160 per day

Other groups/Individuals

\$30/hour, \$200 per day

Groups outside the borough will be 2X's the in-borough fee

A \$100 cleaning deposit will be charged for each event. The deposit will be returned (3 business days) if the facility is found to be clean upon a post event inspection. The kitchen deposit is in addition to the facility deposit

If claiming non-profit, a 501c3 must be presented to secure that fee. A service group must be incorporated service group (ie; Lions, Food Pantry etc.)

Each group using the Veterans Community Memorial Building is required to have insurance coverage, naming the Borough of Orwigsburg as an additional insured.

Set up fee – if you desire to use the borough team to set up and tear down for an event, there will be an additional \$200 fee per event.