



Special Events Information

Dining Hall Rental Fee \$1500.00

Hall Rental Includes the Following:

- Arrival at 2:00pm on the day of the event for set up
- Guest Arrival at 5pm or later
- End time of 12:00am
- Tables
- Chairs
- Room Set Up
 - Configuration of Tables & Chairs, Bar Area, Linens on the Tables, Etc.

Linen, Glass, Decoration, Etc. Rentals

- Please set up all rentals through the appropriate vendor.
- These items are not available through Camp Copneconic.
- If you are renting linens, please have them delivered to Camp 1 day prior to your event so that we are able to set up your tables, bar area, etc.

Valet Parking Prices

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|--------------------|-----------|------------------|
| • 100 – 150 Guests | \$450.00 | 6 Valet Parkers |
| • 150 – 200 Guests | \$600.00 | 8 Valet Parkers |
| • 200 – 250 Guests | \$750.00 | 10 Valet Parkers |
| • 250 – 300 Guests | \$900.00 | 12 Valet Parkers |
| • 300 & Up | \$1050.00 | 14 Valet Parkers |

Shuttle Bus Prices Based on Number of Guests

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|------------------------|----------|
| • 1 Bus (100 – 150) | \$250.00 |
| • 2 Busses (150 – 250) | \$500.00 |

Catering Information

- YMCA Camp Copneconic caters for all events. Outside catering is not allowed. See the “Special Events Menu” for details.

Bar & Alcohol Information

- If you are serving alcohol at your event, you must hire a licensed bartending service and allow only them to serve the alcohol. They may not serve to:
 - Minors
 - Intoxicated Guests
- Alcohol may not leave the main Dining Hall.
- We will give the phone numbers for a few local taxi services for guests who need an alternate ride home.

Room Set Up

- We have included a blank room diagram for you to use to draw out a room plan. Please check with us on what may not be moved (bar, food lines, etc.) and what we know to work well for the flow of the room.

Decorating Information

- You are able to arrive at 2:00pm on the day of your event to decorate and possibly earlier if the hall is available and ready. Arrival time is listed on your reservation agreement. Please contact Shelly Hilton if you would like to adjust your arrival time – we will do our best to accommodate you.
- No open flames – candles may be used if they are contained and the flame is not above the top of the container
- Decorations that may deface the walls, ceilings or floors are not permitted.
 - No nails, tacks, staples, tape, or anything that damages the wood walls should be used in the Dining Hall.
 - Reusable putty can be used for decorating purposes and must be removed from the surface at the end of the event.
 - Confetti and glitter is not permitted in the Dining Hall.
- We are not able to remove or cover the pictures on the walls with the exceptions of the murals on the stage. They can be covered with drapery at your request.
- Hall clean up must take place at the end of your event. Hall rental ends at 12am.

General Information

- The hall rental fee must be paid within 2 weeks of booking to hold your date.
- Final payment is to be made 1 week prior to your event at the Welcome Center.
- Smoking is permitted in designated areas only and not inside the building.