

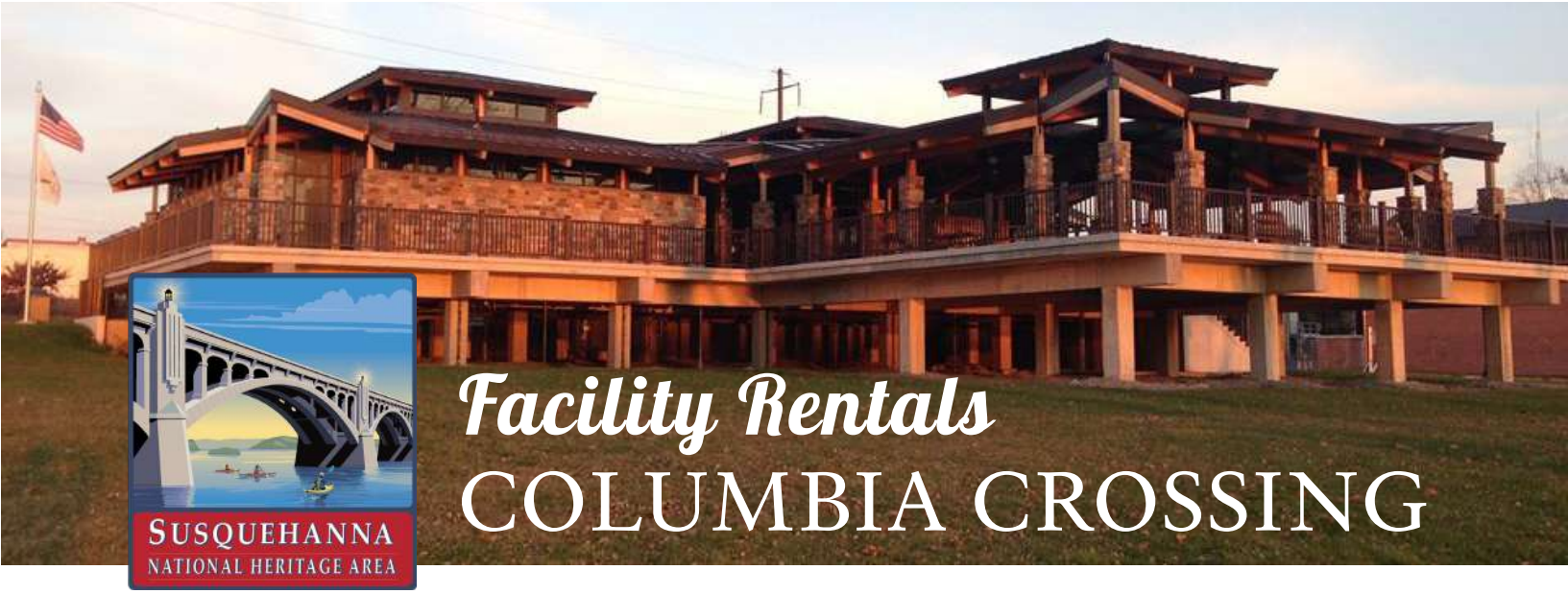
Pricing

Exhibit Gallery	Riverview Deck	Entire Building
\$100 per hour	\$100 per hour	\$175 per hour
Maximum Capacity 75 for seated banquet 100 for standing cocktail	Maximum Capacity 75 for seated banquet 100 for standing cocktail	Maximum Capacity 100 for seated banquet <i>Entire building can only be rented outside of our operating hours</i>

Note: A Certificate of Insurance is required for any events that serve alcohol and any wedding reception. It may cost the renter over \$100 to obtain the required certificate.

Weddings at Columbia Crossing

Ceremony Only	\$500	
<i>All ceremony packages are for 4 hours and must end by 11:00 PM</i>		
Includes: setup and breakdown of up to 100 chairs inside or on the covered porch, inclement weather location, on-site staff member. Must decorate and clean-up within 4-hour rental time.		
Reception Only	\$1500 (Memorial Day - Labor Day)	\$1300 (September - May)
<i>Available from 5:00 PM – 11:00 PM. Decorating may begin at 4 PM.</i>		
Includes: use of entire facility, setup and breakdown of on-site tables and chairs, caterer of your choice, on-site staff member.		
Ceremony & Reception	\$1800 (Memorial Day - Labor Day)	\$1500 (September - May)
<i>Available from 4:00 PM – 11:00 PM. Decorating may begin at 3 PM.</i>		
Includes: use of entire facility, additional hour for ceremony, initial setup prior to event and breakdown of on-site tables and chairs, caterer of your choice, on-site staff member.		



Facility Rentals
COLUMBIA CROSSING

Columbia Crossing is a unique location to host a variety of events including business retreats, community gatherings, and social events. Columbia Crossing is dedicated to being a center for public use as a trail center and educational resource center to showcase the Susquehanna River, Columbia Borough, and the area’s heritage.

About Our Spaces

Exhibit Gallery	Riverview Deck
Our light-filled main room inside the building is perfect for meetings, lectures, bridal/baby showers, and catered events.	The large spacious deck provides a picturesque view of the Susquehanna River making it a special spot for wedding ceremonies, family gatherings, and special celebrations.
Capacity 75 for seated banquet 100 for standing cocktail	Capacity 75 for seated banquet 100 for standing cocktail



For more information contact Hope Byers
717-449-5607 | hbyers@susqnha.org



Building Use Guidelines and Policies

General

1. Event occupancy must comply with approved building occupancy limits.
2. Exhibits, picnic tables, and rocking chairs may not be removed from the rental spaces.
3. No smoking is allowed in the building or on the deck, steps, and balconies.
4. Events must end, be cleaned up, and renters/ guests must be off the property by 11:00 PM. Music and amplified audio must end by 10:00 PM.
5. Susquehanna NHA requires a minimum of one (1) adult of at least twenty-one (21) years of age per twelve (12) children under the age of eighteen (18).
6. All restrooms are open to the general public dawn to dusk, daily. We cannot restrict their use during your event. Personal items are not to be placed or left in any public restroom area.
7. Renters and their guests are expected to comply with all the federal, state, and local laws.
8. There are security cameras on site and active at all times.

Set Up/ Clean Up

1. Trash and debris must be placed in dumpster in the park at the end of the rental time. The rental space including the floor, hallways, bathrooms, and kitchen must be left as it was found.
2. Set-up and clean-up (including decorating) must be completed within the approved reservation time. Any increment of time that extends beyond the reserved hours will be billed at time and a half the hourly event rate for the room(s) reserved.

Indemnification

1. The renter is liable for all damages, expenses and losses, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the renter’s use of the facility. Such costs will be assessed and charged to the renter.
2. Susquehanna NHA and the Borough of Columbia shall not be held liable for failure to carry out the function due to fire, electrical or plumbing failure, weather related impediments or any other condition beyond reasonable control.

Decorations

1. **There will be no decorating of rental space prior to rental agreement time.**
2. All decorations much be pre-approved, meet all applicable fire prevention codes, and may not be applied with any non-reversible technique (glue, nails, etc.).
3. No confetti, lit candles, or open flames will be allowed. Machines producing artificial substances such as bubbles, fog, snow, or the like, are not permitted inside or on the porch.

Parking

1. Parking spots are available adjacent to the building as well as between the railroad tracks and the Columbia Water Company. The trailer parking north of the building is unavailable for standard vehicles between Memorial Day and Labor Day. **It is the responsibility of the renter to arrange parking assistance as needed.**
2. Susquehanna NHA and the Borough of Columbia are not responsible for vehicle damage, theft, or other issues.

Alcohol

1. The renter must review and agree to the Borough of Columbia’s Alcohol Addendum and obtain a certificate of insurance if alcohol is to be present during the event.
2. Renters and guests must follow the procedures outlined in the Alcohol Addendum.
3. Alcoholic beverages consumed and/or distributed during your event shall be limited to bottled or canned beer, wine, champagne, and alcoholic cider. **Keys and straight alcohol are prohibited.**

Music

1. Amplified audio associated with any event is to be kept at a reasonable volume.
2. Staff reserves the right to control audio level and can terminate the rental agreement if it believes the renter’s amplified sound volume is not in keeping with the intent of the established rental policies.
3. Music/amplified audio must end by 10:00 PM.

Available Amenities

- 14 six-foot long rectangular tables, 8 five-foot round tables, 100 chairs. This may vary.
- Table and chair arrangement is set up by staff prior to event start time
- Kitchen areas includes refrigerator, freezer, microwave, space for caterers, ask about additional supplies
- Television with HDMI for presentations in exhibit hall
- Speaker with microphone available for exhibit hall or riverview deck
- Susquehanna NHA will have staff or volunteer(s) present, on-site for duration of the event
- Restrooms are available for all rentals, but also open to the public from dawn to dusk 7 days a week

Reservation Process

Reservation Requirements

The person, group, or organization that is using the facility must be the applicant. Applicants must be at least 18 years old. Rentals must be for at least three (3) hours. In order to reserve your rental date, you must complete an application and remit 50% of total rental fee.

Application

Facility Rental Application must be submitted no less than thirty (30) days prior to the event date requested. This requirement may be waived for good cause. Deposit of 50% of the total rental fee is due with the application submission. Applications shall not be accepted and rental approval shall not be issued without the required deposit.

Balance of rental fee and certificate of insurance are due seven (7) days prior to the event. Caterers and vendor information as well as requests for site-provided tables, chairs (including arrangement requests) and audio/video equipment must be submitted seven (7) days prior to event.

Insurance/ Liability

All individuals renting Columbia Crossing facilities/equipment for weddings, receptions, or any events in which alcohol will be served and consumed shall obtain a certificate of liability insurance naming, in addition to the renter, Columbia Borough and Susquehanna NHA with minimum coverage \$1,000,000 each occurrence (\$500,000 bodily injury and \$500,000 property damage).

Changes and Cancellation

Fifty (50%) of the deposit shall be refunded for cancellation with a thirty (30) day or greater notice. Susquehanna NHA retains the right to keep deposit if renter cancels within thirty (30) days of the event.

Susquehanna NHA has the right to suspend or revoke applicant’s rental approval for failure to use the building in any manner other than indicated on rental application. If any details of the event change after the application process, renter must notify Susquehanna NHA as soon as possible.