

Applications

Applicants must be 18 years or older. The applicant must be the person, group, or organization that is using the facility. Rental must be for a minimum of 3 hours.

Application Process and Timeline

For facility availability and an application form, reach out to the Visitor Services Manager at Columbia Crossing.

60 Days Before Submit the application form and deposit no later than 60 days before your event. **Your date will not be reserved until both the application and a deposit of 50% of the total cost are received.**

14 Days Before Submit certificate of insurance (For events with alcohol)
In person at Columbia Crossing River Trails Center
By mail to 1706 Long Level Road, Wrightsville, PA 17368
Or emailed to msalvatore@susqnha.org

7 Days Before Submit the remaining balance, caterer and vendor information, rental layout and amenity requests.

Changes and Cancellations

30 days or more before rental: SNHA will keep half of the deposit (25% of the total cost). Any additional payment made by the renter will be refunded.

Anytime 30 to 7 days before rental: SNHA will keep the full deposit (50% of the total cost). Any additional payment made by the renter will be refunded.

Within 7 days of rental: No refund will be issued.

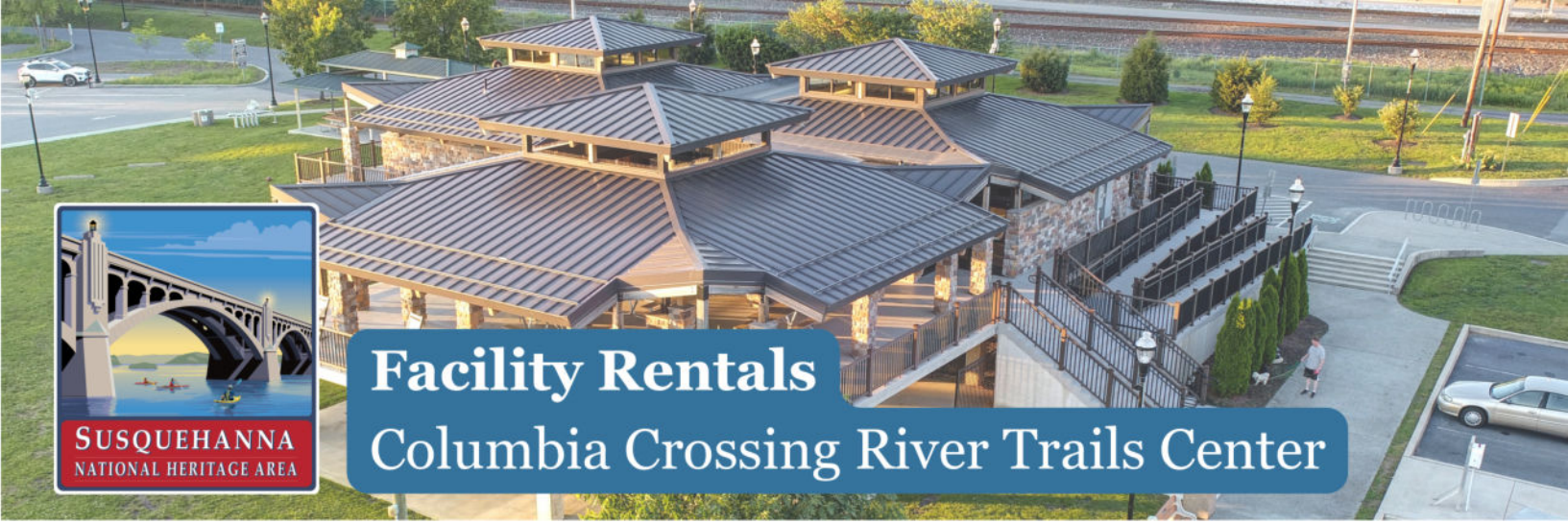
- If any details of the event change after the application process, the renter must notify SNHA immediately.
- The Susquehanna National Heritage area has the right to suspend or revoke an applicant's rental approval for failure to use the building in any other manner than indicated on the rental application.

Alcohol Use and Insurance

- Alcohol is only permitted to be served after business hours.
- The renter is required to review and agree to the Borough of Columbia's Alcohol Addendum.
- Alcoholic beverages served, distributed, and/or consumed during the **event shall be limited to bottled or canned beer, wine, champagne, and alcoholic cider. Kegs and liquors are prohibited.**
- All individuals renting Columbia Crossing River Trails Center facilities/ equipment for an event during which alcohol will be served, distributed, and/or consumed are required to obtain a certificate of liability insurance naming, in addition to the renter, Columbia Borough and Susquehanna NHA with a minimum coverage of \$1,000,000 each occurrence (\$500,000 for bodily injury and \$500,000 for property damage). Try www.theeventhelper.com for easy insurance options.
- The certificate of insurance must be submitted 14 days before your event.

Liability and Indemnification

- The renter is liable for any personal injuries, death, property loss, damage, or expenses arising from, related to, or in any way connected with the renter's use of or presence on the Facilities. The "renter's use of or presence on the Facilities" includes the renter and the renter's guests, visitors, invitees, employees, contractors, agents, licensees, permittees, and trespassers. Such costs will be assessed and charged to the Renter.
- Susquehanna NHA and the Borough of Columbia shall not be held liable for failure to carry out the function, or an inability to provide a listed amenity due to fire, electrical or plumbing failure, weather-related impediments, or any other condition beyond reasonable control.



Columbia Crossing River Trails Center is a unique location to host a variety of events. We are dedicated to serving the community as a gateway visitor education center and trailhead, showcasing the natural beauty of the Susquehanna River, Columbia Borough, and the area's rich historical heritage.

About Our Spaces

Exhibit Hall

Our Exhibit Hall features rotating educational exhibits curated by staff and local partners. The room is surrounded by large, floor-to-ceiling windows and a skylight, offering ample natural lighting. Inlaid stone walls and exposed wooden beams create a charming atmosphere.

Capacity

75 for seated banquet
100 for standing cocktail



Riverview Deck

The large, spacious Riverview Deck offers a picturesque view of the Susquehanna River and the Veterans Memorial Bridge. Picnic tables, rocking chairs, and string lighting create a welcoming environment enhanced by the natural sounds of the surrounding park.

Capacity

75 for seated banquet
100 for standing cocktail



*For events with more than 100 guests, BOTH spaces must be rented. Maximum building capacity is 100 for seated banquets and 150 for standing cocktail.

For more information, visit www.SusqNHA.org

One Space	
Exhibit Gallery	\$115/hr
Riverview Deck	\$115/hr

Alcohol can only be served outside of our business hours.

Whole Facility	
Outside Business Hours	\$215/hr

The whole facility can only be rented outside of our business hours.

Available Amenities

- 14 six-foot-long rectangular tables
- 8 five-foot round tables
- 100 black folding chairs
- The kitchen area includes a refrigerator, a freezer, a microwave, and a small counter.
- Television with an HDMI cord and a USB port for presentations in the exhibit hall.
- Speaker with a microphone available for the exhibit hall and riverview deck.
- Susquehanna NHA will have staff present, on-site for the duration of the event.
- Restrooms will also be open to the public from dawn to dusk, 7 days a week.

Decorations

- Exhibits, picnic tables, and rocking chairs may not be removed from the rental spaces.
- All decorations must be pre-approved and meet all applicable fire prevention codes.
- Decorations may not be applied with any non-reversible technique (glue, nails, etc.) or obstruct, alter, or damage any current exhibit.
- The following items are not permitted:
 - Confetti, glitter, open flames, sparklers or fireworks of any kind, machines producing artificial substances such as bubbles, fog, snow, etc.
 - Balloons may be used indoors only. They are not permitted to be released outside.

Setting Up Before Rental

- All tables and chairs will be set up before the renter's allotted decoration time.
- Trash cans, trash bags, and any requested amenities will be placed in the space for the renter.
- Renters will be able to arrive 30 minutes before the rental start time to set up any decorations/ set out food.
 - There will be **NO** decoration of the rental space before the allotted decoration time. Any decorating before this time will be billed to the renter at time and a half of the hourly rental rate for the room(s) reserved.
- Renters will be responsible for moving tables and chairs if they wish for a different layout than the one they submitted.

Cleaning Up After Rental

- SNHA will only be responsible for tables, chairs, and requested amenities supplied to the renter.
- The event must end, and all decorations must be cleaned up by the end of the rental 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.
- All trash bags and debris must be placed in the dumpster in the park at the end of the rental time.
- The renter is responsible for ensuring the space is left as it was found. This includes cleaning up any trash or food left on the floor, hallways, bathroom, and kitchen after the event. Gloves, brooms, a dustpan, disinfectant spray, and paper towels will be provided upon request.

Building Use Information and Guidelines

General

- 1.Available rental times are between 8:00 am and 9:00 pm at SNHA's discretion.
- 2.Event occupancy must comply with approved building occupancy limits.
- 3.SNHA 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).
- 4.Smoking is not allowed in the building, on the deck, steps, or balconies.
- 5.Renters and their guests are expected to comply with all federal, state, and local laws.
- 6.All restrooms are open to the general public from 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.Amplified audio associated with any event is to be kept at a reasonable volume and must end by 10:00 pm. 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.
- 8.There are security cameras on site and active at all times.

Prohibited Use

- Renters may not, without the prior written consent, use the premises for any commercial or profit-making activities—including fundraising, ticket or merchandise sales, or hosting public-facing events.
- The center cannot be rented for any political or campaign-related activities or by political action committees.
- Failure to disclose information regarding prohibited uses will result in cancellation of the rental.

Parking

- 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.
- Susquehanna NHA and the Borough of Columbia are not responsible for vehicle damage, theft, or other issues.

