

Because of the historic value of the home, and the policies of the Troy-Hayner Cultural Center, anyone interested in applying for use of the building must be aware of certain restrictions. The most important restrictions are as follows:

1. As a general rule, alcoholic beverages may not be served at the Center. Champagne, wine, beer & wine coolers may be served **in moderation** at parties, receptions & weddings which are closed to the general public, on the condition that the Center is advised that those beverages are being served and that the appropriate rental agreement is signed. All bottles must remain in the kitchen. Any approved alcoholic beverages must be served: by the glass-filled from the kitchen, by a fountain or in a punch in which the main ingredient is not champagne/wine. It may be required that a beverage host is hired by the renting party in order to serve any approved alcoholic beverages. If, in the sole judgement of the Center or its representative, this policy is being abused or violated, then the Center may immediately prohibit all alcoholic beverages from being served or may require all guests to immediately leave the Center.
2. Candles are approved for use in the Solarium only. Any proposed use of candles must be approved in advance of the event date by the Director.
3. Smoking is **not** permitted in the building or on the grounds of the Hayner Center.
4. Children must be supervised at all times.
5. There is to be no confetti, rice, birdseed, etc. thrown while at the center either inside or outside.
6. Furniture and belongings of the Center are not to be moved by guests. Please make inquiries about the possibility of staff moving furniture in advance of your event. **In general antiques and artwork are not moved.**
7. The use of tape, nails, tacks, glue or any other product that may damage the paint or surfaces of the Center are strictly prohibited. **No objects may be placed on the piano or harpsichord.**

Frequently Asked Questions

How early can a date be reserved?

Request for weddings, receptions and parties shall be accommodated when possible and when not in conflict with the Center's previously scheduled activities. **Reservations can be made up to one year in advance.**

Is the Hayner handicapped accessible?

Yes, there is a chairlift at the west entrance into the house and an elevator for access to the second and third floors. There are a limited number of handicapped spaces available in the Hayner drive.

Who will set tables & chairs?

Our maintenance staff will set the tables & chairs in the house and courtyard. If the front porch is being utilized, the renting party may be responsible for setup and take-down. Set-up arrangements need to be confirmed one month prior to the event.

Is there staff on-site during my event?

Yes, a receptionist will be on duty to open and then secure the building, offer directions to your guest and to answer any questions you or your guests may have.

Where can we park?

Downtown parking is limited during the week. On weekends, street parking is more available and parking lots designated for county personnel are available for use.

What is the rainplan for courtyard rentals?

The size of your party will determine the space reserved for a rainplan. The Hayner staff will set up for an event one time only. We would want to hear from the renting party 24-48 hours in advance of the event to determine which space is being utilized. If the renting party changes their plans they are welcome to complete their set-up in the alternate space themselves.



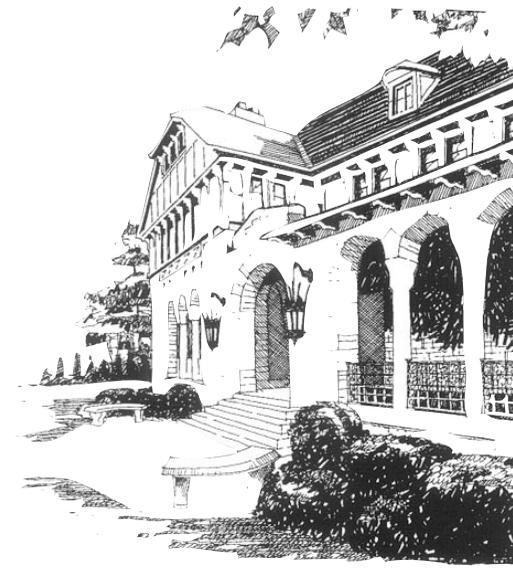
HAYNER

Your Community Cultural Center

Weddings

Receptions

Parties



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This brochure is intended to be an overview of the opportunities, policies and restrictions of the Troy-Hayner Cultural Center. The restrictions of the Center listed in this brochure may not be complete and inquiries should be made if there are any questions concerning the restrictions or any activity not expressly approved by the Center.

The Hayner mansion is a historic home and is a valued asset of our community. It is to be treated with the utmost respect for its history and to its contents. The expectations for use are different than a "rental hall" and should be fully considered by parties interested in using this facility.

The staff and volunteers of the Center encourage the use of the building and hope that each event is a pleasant and joyous experience for every guest. It is with this intention that the rules and restrictions of the Center are hopefully conveyed before and during the planning of an event so that misunderstandings do not arise during the event itself.

Thank you for your interest in the Troy-Hayner Cultural Center. Please feel free to contact us for more information or to obtain an application.

Fees for Private Parties

All fees are for up to four hours of use. Rental time includes setup/decorating and clean-up. Please allow enough time for both (including your caterer, if applicable). Additional hours are pro-rated at one-fourth of the total cost of the four hour usage fees times the number of additional hours. The deposit will be 50% of the total rental fee. Balance of the fee will be due two weeks in advance of the event. Rental fees are set as follows for the rooms used: **(Capacity is dependent upon set-up arrangements)**

| | |
|--|---|
| Courtyard with rain plan (60-130 capacity) | \$ 100.00 - \$310.00 |
| Larger rooms: East Room (48-80 capacity) | \$ 100.00 each |
| Study (12-30 capacity) | |
| Ballroom (60-130 capacity) | |
| Entire first floor : East Room, Study, Lower Hall, Solarium, Kitchen (120 max capacity) | \$310.00 |
| Smaller rooms: Parlor (12-25 capacity) | \$ 60.00 each |
| Conference Room (15-30 capacity) | |
| Middle Room (10-12 capacity) | |
| West Room (12 capacity) | |
| Solarium (please inquire) | |
| Use of Kitchen and/or Lower Hall with other room(s) | \$ 50.00 |
| Closed hours fee \$ 50.00 | Out-of-district fee \$ 200.00 OR |
| (applied if contract is other than open hours-see below) | (applies if renting party does not reside within the Troy City School District Friends of Hayner members** \$ 100.00 ** |

Other fees apply to fund-raising events. Please inquire.

Damage Deposit: A damage deposit of \$300 will be required for all parties over 50 people. The damage deposit will be paid two weeks prior to the event and held (undeposited) until four working days after the event. At that time, the deposit will either be returned or applied to any damages and/or outstanding balances, whichever is applicable.

The Hayner Center may be reserved as the rainplan for an event at another location for a non-refundable deposit of \$175.00. Should the event actually be held at the Hayner Center, the balance of the fees will be due within one week following the event.

OPEN HOURS:

| | |
|----------------------------|-----------------|
| Tuesday thru Saturday | 9:00am - 5:00pm |
| Sundays | 1:00pm - 5:00pm |
| Monday thru Thurs evenings | 7:00pm - 9:00pm |



WEDDING PACKAGES

(for ALL weddings held at the Hayner)
Please add appropriate fees for a reception (if applicable) - see Fees for Private Parties.

#1 Wedding in Courtyard (w/rainplan room), Ballroom OR East Room and one smaller room for bride to dress for four hours during open hours plus a rehearsal time during open hours as available.

\$260.00

#2 For small intimate weddings only

••20 people or fewer••

Use of the Solarium for two (2) hours during open hours.

\$100.00

Please note that additional fees are required for rehearsals during closed hours.

Wedding Rehearsals:

Friday, Saturday or Sunday after 5:00 p.m.

\$150.00.



Refund Policy

Cancellations made 90 days or more before the reserved date will be refunded in full. Cancellations made within 90 days of the event, the amount on deposit over \$175.00 will be refunded. (\$175.00 is retained by the Center)

Items available for use

Rentable Items:

| | |
|--------------------|----------------|
| Silver tea service | \$5.00 |
| Silver punchbowl | \$5.00 |
| Tablecloths | \$5.75ea |
| Digital projector | please inquire |
| Sound system | please inquire |

No additional charge for:

| | |
|----------------------|-------------|
| 6' tables (6' x 30") | card tables |
| 4' round tables (8) | chairs |

Dinner & luncheon plates, cups, saucers, soup bowls, bouillon cups. Water glasses, flatware, coffee pots, glass punch bowls, water pitchers. Other items available, please inquire.

TV/VCR, easels, lecterns, and other A/V equipment may be available.



The Troy-Hayner Cultural Center is a historic mansion built in 1914 by Mary Jane Harter Coleman Hayner. It was bequeathed to the Troy City Schools in 1942, upon her death, to be used as a public library or for "other educational or cultural purposes".

The Center's philosophy is to enrich the lives of the citizens of our community regardless of age, race, religion, economic and/or handicapped condition through cultural pursuits. Exhibits, antique seminars, poetry readings and performing arts events are held at the Center regularly and are free and open to the public.

