

Frequently Asked Questions

What are the prices?

- Please find attached the list of pricing.

How many halls does the PACC rent out?

- We have three individual halls but can also rent out the whole center together.

Do we have access to the kitchen?

- No, unfortunately the kitchen is off-limits.

Does the hall have a refrigerator available?

- Yes, there is a refrigerator.

What size are the tables?

- 6 ft rectangular tables.

Are there circle tables available?

- No, the tables are rectangular, however, you may bring your own circle tables.

How many tables are available?

- Enough, just depending on the number of guests.

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What comes with the hall rental?

- Tables and chairs are provided.

Are we allowed to bring alcohol?

- Alcohol is prohibited.

Can we bring a bounce house?

- Yes, but you need to show proof on insurance.

What do we have to do in regards to cleaning?

- Please find both policies attached.

Is the speaker bluetooth?

- The speaker must be connected to an aux cord.

Does the speaker come with the microphone?

- You may request a wired microphone with the speaker.

Are we supposed to set-up the tables and chairs?

- Yes, set-up is not included in the hall rental.

What does the party assistant do?

- The party assistant only does facilitative work meaning if the rentals need help with lights, paper towels, locking up etc.. Not help with food and setting up.

How long do we have the hall for?

- The party is for a total of four hours, not including set-up or clean-up.

What if we wanted to rent the hall for more than four hours?

- That is fine, it will be \$100 for each extra hour.

Do you provide table covers and chair covers?

- No, we do not.

Do you rent out tables and chairs?

- Yes, we do.

When is the earliest we can set-up?

- Depending on the day.

Is the PACC sign removable?

- Yes.

What are the dimensions of the ark?

- 9'6" in width. 8'10" in length

Can we stay longer than four hours?

- Any extra hour is a \$100 charge.

Can the party assistant help with setting up for the party? Can she serve the guests?

- The party assistant only can help with facilitative work. Meaning help with lights, if you need paper towels or locking up etc. No setup or serving food.

Can I get a discount price?

- We don't offer a discount price. We do have a 2 hour price for each hall.

What's the earliest time we can set up for a party?

- Every rental has a designated setup time. It depends on if we have our programs/ events. That's something we discuss when we do the contract.

Can we set up a day or night before?

- You can set up the night before only if we don't have a rental or event that day.

How much do I put down for deposit?

- Deposit is half the rental fee. You can pay it in cash, check or card. Card has a 3.5% processing fee.

Can I use the classroom when I book the PACC Hall?

- Yes, Only if no one books Gallery room.

How do I use the speaker?

We provide an aux cord and a mic. You press the on button and the speaker should be set up already. Then you connect the aux to either an Ipad or a laptop. We recommend you have all music downloaded so that the music can flow easily. If you want to use your phone you would have to bring an adapter to connect your phone to the aux. We don't provide adapters.

How do I use the coffee/ tea machines?

- We have a video we usually send whenever machines are booked. You fill up water until 50 or 60 then you add coffee in the metal filter. You put the filter cap on, put it in the water with the metal stick in the middle then close the top. Plug in the speaker and it will turn green in minutes.

Do I need access to the Wifi? Where can I find it?

- On our office window. Top left corner.

Can I use the fridge?

- We only have a fridge for the Pacc Hall as well as Upstairs Hall.