

## **Andrew Jackson House Ballroom FAQs**

**Q: What kind of events can be held in the ballroom?**

**A:** The space is available to non-profit and for-profit organizations wishing to host meetings and events. It is not available for private parties, political fundraisers or religious ceremonies.

**Q: What is the capacity of the room?**

**A:** Up to 130 people

**Q: When is the room available?**

**A:** Monday through Friday from 4:30 p.m. to 9:30 p.m., weekends at the discretion of the Foundation.

**Q: How long can I use the room?**

**A:** Up to five hours which includes an hour for set up and an hour for clean up.

**Q: What are the fees to rent the room?**

**A:** \$250 for non-profits and \$350 for for-profits. A fee of \$50 per half hour will be charged for events lasting past 9:30 p.m.

**Q: Will I need to pay a security deposit?**

**A:** Yes, a refundable \$150 security deposit is assessed for each event.

**Q: What type of audiovisual equipment is available in the room?**

**A:** The room has a built-in projector and screen available at no cost. Nominal fees are charged for microphones, Podium, DVD, Blue Ray, VHS players

**Q: Can I serve food and beverages?**

**A:** Yes, but you must use one of GAR's approved caterers for refreshments.

**Q: Can I serve alcohol at my event?**

**A:** Yes, but you must use one of GAR's approved bartending services.

**Q: What about tables, chairs, and other party supplies?**

**A:** We have several tables and linens that can be used free of charge. You can also contract with GAR approved party suppliers for tables and chairs.

**Q: How many parking spaces are available for my event?**

**A:** There are 42 parking spaces in our lot. Additional parking can be secured in adjacent lots.

**Q: Can I schedule a time to tour the facility before booking an event?**

**A:** Yes, please contact us at 330-576-2926 to schedule a time.