

MNC Facility Rental FAQs 2023

Point of Contact:

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1. How much does it cost to rent the spaces offered?

Prices vary and can be found here: [2023 Rental Fees](#)

2. How many people do your rental spaces accommodate?

The Grange has a max capacity of 125 and the Taft House has a max capacity of 25.

3. How do I know if a date is available to rent?

Call the Grange at 303-814-2358 during office hours to check availability.

4. Do you have staff to set up my event?

Our facilities are “self-service.” This means those renting the spaces are responsible for set up/tear down/cleaning of facilities within the time of the paid rental. We would suggest at least 1-4 other people to assist you with the set up and tear down, especially if it requires moving any of the standard furniture. We recommend adding at least 1 hour prior to event for setup and at least 1 hour after your event for tear down/cleaning. Staff are only onsite to check renters in and out, and ensure the event is running smoothly.

5. Can I bring my own food and alcohol?

You may bring food or use a caterer of your choice. You may also bring your own alcohol. If you have an event with over 100 guests or are hosting a high school graduation and serving alcohol, you must have a licensed bartender onsite. Please note that you must provide your own ice.

6. Do you have tables and chairs for use?

Both spaces have tables and chairs included. Please note there are no table linens provided or available for rent.

The Grange has:

- Approximately 125 upholstered stacking chairs, 15 round banquet folding tables with a 5ft. diameter (seats approximately 6-8), 20 rectangular 8ft. folding tables (seats approximately 8-10), 6 4ft. square tables, 2 high chairs, and a podium.
- The standard room set up features 4 tables, 16 chairs, 4 brown leather chairs, 4 bar tables, 8 bar stools, and a few side tables scattered around the space. All of this furniture can be stored in the back room if you do not want to use it.

The Taft House has:

- Approximately 30 upholstered stacking chairs, 8 rectangular 6ft. rolling tables, 1 rectangular 5ft. entry table, 1 rectangular 4ft. table, 3 rectangular 8ft. folding tables (seats approximately 8-10).

7. What else is included in your rentals?

We are happy to supply you with scissors, paper, pens/sharpeners, tape, extension cords, trash bags, and some tools (screwdriver, measuring tape, etc.) as needed, but they will need to be returned before the end of your rental. We would encourage you to come prepared in the event that we do not have the supplies you're needing, or you may call the day before your rental to confirm if we have it.

8. What is your sound system like?

The Grange offers a multi-zoned sound system for the main hall and the patio, which can play CDs, mp3s, and connect to phones, tablets, and other devices. We also have wireless microphones. Staff will help you set this up during check in!

9. Is there anything available to rent?

We do have a large projection screen available to rent for \$50/hour. We do not provide the projector or a laptop. Please mention this add-on before finalizing your application!

10. How long can my event run?

No event can extend past midnight (12:00am). MNC facilities must be cleaned up by the user and vacated by midnight, no exceptions. Renter must adhere to the hours specified on the Facility Use Application and Agreement, or risk losing their security deposit.

11. Is there a booking time minimum?

There is a 2 hour minimum and hours reserved must be on the same day.

12. How do I book my event?

Please call first to make sure your rental date/time is available. You can also submit the Facility Rental Inquiry form, which is located at Meadowslink.nabrnetwork.com > Resources > Public Online Forms. If your date/time is available, you can complete the [Facility Application and Agreement](#) found on our website under Community Pages > Facility Rentals. Email the document to Juli Asbridge at jasbridge@meadowslink.com. Please note payment in full is due upfront to fully secure the day/time.

13. What happens if I need to cancel my event?

Please read through our policies and procedures prior to booking to understand all details for using our spaces: [Rental Policies and Procedures](#)