



2024 Rental Information

The Village Gathering Place opened in downtown Mount Gilead in early 2020 and is owned and operated by Jeff & Kate Stuttler and Ben & Lindsey Wells. This facility accommodates small groups of up to 50 guests and is the perfect size for small gatherings, such as showers, graduations, anniversaries, reunions, birthday parties, and more!

Venue: *Items listed below are included in the rental price unless otherwise marked:*

Tables & Chairs: Six custom handmade tables (five 8'x3' and one 6'x3') and up to 50 chairs.

Lounge seating: A variety of armchairs and couches are placed in the venue for additional comfortable seating.

Serving tables: Two buffet tops, one rustic bar table top, two countertops, and one 8' table are set-up for food, drink, dessert service as well as to display favors, pictures, games, gifts, etc.

Fridge and Utility Sink: A full size fridge/freezer combo are available for any necessary food storage throughout the event. A Utility Sink is onsite for clean-up.

9ft Shuffleboard table: All materials are provided at the table including instructions and additional shuffleboard sand. Children must be under adult supervision while at the Shuffleboard table.

55" Smart TV & HDMI cable: For an additional \$50, a television can be rented for slideshows, presentations, etc. No direct access to additional programs is provided, but feel free to log in with a personal account and make sure to log out before leaving. Ensure that the device being connected has HDMI port capabilities.

Professional Speaker System and Auxiliary Cable: For an additional \$50, a speaker system can be rented to play music for your event. No music programs are included in the rental, so be sure to bring your best playlist to play through bluetooth or by plugging in with our auxiliary cable.

Pricing

2024 Weekday (Monday - Thursday): \$40/hr (2 hour minimum, reserved in half hour increments) OR \$350/day (12 hours of choice until 10pm).

2024 Weekend (Friday - Sunday): \$55/hr (2 hour minimum, reserved in half hour increments) OR \$475/day (12 hours of choice until 11pm).

Payment Schedule & Policies: The full payment is due upon booking to reserve the date.

The time frame rented must include set-up and clean-up. Upon arrival, the client will fill out and sign a credit card authorization form to be used in the event of damages or time extensions; the client will be notified before charges are made.

Arrival/Departure Policy

Starting January 2024, events will be contactless arrival and departure with a self check-in packet. A key code, along with a welcome video, will be provided via email in the week leading up to your event. A packet will be inside for the event contact to review upon arrival and sign upon departure. A credit card authorization form will be present to complete for any incidentals or time extensions. Contact information for a staff member will be provided in case of emergencies.

Space must be left according to the cleaning checklist (bagging trash, wiping down tables, stacking chairs); The Village Gathering Place staff will sweep, mop, and vacuum after departure. Upon leaving, please turn off the lights and use the same code to lock the door.

Early arrivals and late departures will be charged in increments of 15 minutes at a rate of \$15 per additional 15 minutes. Email notification will be provided if time extensions are not available for your event (in the case of events scheduled prior or following where a staff member will need to clean the space to prepare).

Cancellation Policy

Cancellations occurring between booking date and one month before event: Any amount paid up until that point is non-refundable, but is transferable to another at The Village Gathering Place up until 1 year from originally reserved date. Transferred bookings may be subject to price increases.

Cancellations occurring less than one month before the event: Any amount paid up until that point is non-refundable and non-transferable.

Alcohol

Wine, champagne, and beer only are permitted; no hard liquor allowed. All alcohol must be served by one of the two preferred bartending services listed on the Vendor section of our website (additional fee required) and must be provided by the Client(s) for the bartender. Alcohol may not be served to minors. Absolutely no BYOB or cash bars allowed. Illegal substances are not allowed at any time on the premise. Drunken/Violent disturbances are prohibited and subject to immediate removal from the premise and possible termination of event with a \$250 fine for any breach of contract.

Decor

Our space is tastefully decorated to be a backdrop for whatever you have planned! Leave it as is, or feel free to bring in your own decorations to make your event even more festive. Centerpieces, tableware, and serving ware is not included in a rental of the venue. We ask that any wall decorations be only attached with temporary adhesive, such as Command hooks; no pushpins or nails, please!

Food

You may bring in your own food, hire one of our preferred vendors, or hire your own caterer. We provide a full size fridge/freezer combo for food storage and a utility sink for clean-up. Food must be prepared offsite and brought to the venue. If you are hiring a caterer for your event, we can set-up a time for them to tour the space. *Please note that if your caterer has a bartender that is licensed and insured, they may serve in place of The Village Gathering Place's bartender.*

Parking

While we do not have dedicated parking for our venue there is street parking is available out front and many public parking lots are within walking distance. See the parking map at the bottom of our FAQ page of our website for reference.

Trash Removal

We provide trash cans on-site for your use. You are responsible for the clean-up of all trash in these provided bins. We also include the removal of trash in your rental fee.

Vendor Information

Vendor set-up and clean-up time must be included in the overall rental time. Most caterers/bartenders require a minimum of one hour for set-up, so please make sure to account for this in the reservation time. Any additional time required beyond your originally reserved time will be charged to the credit card on file as a time extension.

We are more than happy to arrange a time for a tour or phone conference with vendors to discuss what is included with the space. However, we ask that the booking contact or an event representative is on-site for vendor arrivals to assist in answering questions and event specific set-ups.

More Information

For further questions or to schedule a tour, please reach Lindsey or Kate at (419) 751-2008 or at events@heritagelifeohio.com.