



American Philatelic Center
100 Match Factory Place • Bellefonte, PA 16823

814-933-3803

Thank you for your interest in the American Philatelic Center Conference and Banquet Facilities. We currently have six private conference rooms, a cozy education meeting room, and large banquet facility available. Our facility offers plenty of space for seminars, meetings, mediations, depositions, conferences, receptions, or gatherings which can be tailored to individual requests, large or small.

Our facility is equipped with tables, chairs, and other conference needs including internet connections. Audiovisual equipment is also available for an additional charge.

Our large banquet room can seat groups of up to 160 people. Catering services are available in the area. You may choose your own caterer or provide your own food if you wish. Convenient free parking is available on site.

We invite you to visit our facility and look forward to working with you to make your next event a memorable experience for you and your guests. Please review the following information and let us know if you have any questions.

Thank you,

Dana Guyer
Facility Rental Manager
American Philatelic Center
Phone: (814)933-3803, ext. 207
Fax: (814)933-6128
E-mail: dana@stamps.org



Conference & Banquet Facilities

Room Descriptions

Air Mail Room (2nd Floor)

18.5' x 24.5' (450 sq. ft.)

- Executive conference style-14
- Classroom style-24
- Theatre style-50
- U-shape-15

Weekdays (8am – 5pm) \$75/day

Evenings, Sat. & Sun.

Less than 4 hours \$125/day

Over 4 hours \$175/day

Bud & Dodie Hennig Room (2nd Floor)

18.5' x 24.5' (450 sq. ft.)

- Executive conference style-14
- Classroom style-24
- Theatre style-50
- U-shape-15

Weekdays (8am – 5pm) \$75/day

Evenings, Sat. & Sun.

Less than 4 hours \$125/day

Over 4 hours \$175/day

Lembersky Room (2nd Floor)

12' x 16' (192 sq. ft.)

- Executive conference style-8
- Theatre style-20

Weekdays (8am – 5pm) \$50/day

Evenings, Sat. & Sun.

Less than 4 hours \$100/day

Over 4 hours \$150/day

Garfield-Perry Room (2nd Floor)

12' x 14' (168 sq. ft.)

- Executive conference style-8
- Theatre style-20

Weekdays (8am – 5pm) \$50/day

Evenings, Sat. & Sun.

Less than 4 hours \$100/day

Over 4 hours \$150/day

U.S. Stamp Society Room (2nd Floor)

18.5' x 16' (300 sq. ft.)

- Executive conference style-12
- Classroom style-18
- Theatre style-35
- U-shape-12

Weekdays (8am – 5pm) \$75/day

Evenings, Sat. & Sun.

Less than 4 hours \$125/day

Over 4 hours \$175/day

U.S. Philatelic Classics Society, Inc. Room (2nd Floor)

18.5' x 17.5' (325 sq. ft.)

- Executive conference style-12
- Classroom style-18
- Theatre style-35
- U-shape-12

Weekdays (8am – 5pm) \$75/day

Evenings, Sat. & Sun.

Less than 4 hours \$125/day

Over 4 hours \$175/day

Education Meeting Room (2nd Floor)

52' x 26' (1352 sq. ft.)

Meeting Room/Reception Area

- Executive conference style-14
- Classroom style-24
- Theatre style-50
- U-shape-15

Weekdays (8am – 5pm)

Less than 4 hours \$150/day

Over 4 hours \$250/day

Evenings

Less than 4 hours \$250/day

Over 4 hours \$400/day

Sat. & Sun. \$400/day

Sundman Hall (1st Floor)

Approx. 2000 sq. ft.-Banquet Room

- Banquet-160
- Theatre style-200

Weekdays (8am – 5pm)

Less than 4 hours \$250/day

Over 4 hours \$350/day

Evenings

4 hour minimum \$350/day

Sat. & Sun. \$700/day

Any configuration would work in this room

Wedding Rentals:

\$250.00 Deposit is required

Dry Weddings \$750.00 plus Deposit

With Alcohol Bar \$1,000.00 plus Deposit

** additional charges may apply*



Conference & Banquet Facilities

Rental Policy

Event Scheduling

Conference Room rental hours are Monday-Friday from 8:00a.m.-4:30p.m. There is an additional charge for any rental occurring outside of business hours, or on the weekends. No room will be reserved without the beginning and ending times known at the time of the request. *Two hours prior to an event, suppliers will be admitted to the building.* This includes caterers, DJ's, bands, florists, bartenders, cake delivery, etc. (Remember to factor in time for set-up and take down). Alternate arrangements may be made to schedule for decorating or supplier's admittance, but must first be approved by the APC facility manager. *Room diagrams (Floor plans) must be turned in to the APC 30 days prior to your event.*

Parking

Parking during business hours is limited to 20 cars. Parking areas are free and available on a first-come-first served basis unless otherwise approved. Overnight parking of vehicles is prohibited without prior approval.

Pricing

All price quotes will be guaranteed for 60 days from the date reservation is confirmed. All prices are subject to change. Evening and weekend rental rates include the room rental for five hours. Additional time may be contracted at \$125.00 per hour. If going beyond the original five hour limit, please also make arrangements with your outside suppliers. Facility Must be paid in full 1 week prior to the event.

Deposits & Invoicing

A deposit of 50% of the rental fee is required to hold the requested space. This deposit will be reflected in your final bill which will be sent after the deposit is received.

Cancellations

Any reservation cancelled less than 7 days prior to the event date will forfeit the security deposit. All reservations cancelled less than 48 hours prior to the event date will be billed for the full room rate.

Smoking

The Center is a non-smoking facility. There are approved outdoor smoking areas in the front of our facility. The patio outside of Sundman Hall is a non-smoking area.

Limited Area Only

This contract is only for rental of the conference room or banquet hall. Any tours of the facility by renters or their guests must be previously arranged with facility management.

Signing/Decorations

No signing may be placed on the exterior or interior of the premises without approval by the Center. The Center will provide interior directional signs. Room decorating is your responsibility and must be coordinated in advance with facility management. Please let us know if you intend to put anything on the walls. If you need to use tape, it *must* be a painter's tape or sticky tac. If needed, alternate arrangements may be made in advance to schedule for decorating by contacting the facility manager.



U.S. Classics Society Room (2nd Floor)

Supplier Information

Food, Beverages, Entertainment, Florists, etc.

All caterers and bartenders serving on the premises must be approved by the APC. Access by suppliers must be scheduled with the facility manager. *Caterers, DJ's, and bartenders must provide a current copy of their liability insurance policy naming the APC as a certificate holder no less than 30 days prior to the event.* The APC has the right to cancel the event if the proper paperwork is not submitted 30 days prior to the event. Without this insurance information, the supplier will not be permitted access to the building. *Alcohol outside of the building is not permitted.* If beer is to be served, it must be served from bottles or cans, as *no kegs* are permitted.



Sundman Hall (1st Floor)

Kitchen Facility

Request for use of the kitchen must be made prior to the date of the event. The Kitchen is not a commercial Kitchen and should not be used to prepare the entire meal. The renter is responsible for the clean-up and any damages that occur. APC staff is not available to assist with food preparation or clean-up.

Clean-Up

Only light clean up after an event is included in rental fee. The renter is responsible for the cost of any additional clean-up that may be required (normally \$75 - \$100). When signing a contract with your caterer and/or bartender, please be aware of the clean-up that is provided as part of your contract. *The Catering and/or bartender or guests renting the facility must remove all trash prior to leaving the facility at the end of the event.* Any decorations and linens may be picked up no later than the first business day following your event. *Any rented equipment must be placed in the glass area near the loading dock against the walls so as to not block access to both sets of doors.* Remaining alcohol is to stay in the facility until the first business day following your event.

Liabilities

Renter shall be liable for any and all damage to facilities, equipment, fixtures, exhibits, and personal property by its guests, invites, agents, employees, or independent contractors. Neither the APRL nor the APS shall be responsible for any personal property, merchandise or equipment left on the premises. Renter agrees to indemnify and hold harmless the APRL, the APS, their agents and employees, from and against any and all liabilities, demands, claims, damages, losses, costs and expenses of any kind or nature whatsoever, including without limitation any and all costs of defense, made against or incurred or suffered by the APRL or the APS, as a direct or indirect result or consequence of injury, sickness, or harm, including death, injury, damage or loss to persons or property, including the loss of use thereof, or any other cause of action whatsoever arising out of, resulting from, or which would not have occurred but for this Agreement or Renter's use of the premises, facilities or equipment at the APC.



U.S. Classics Society Room (2nd Floor)



Conference & Banquet Facilities Reservation Form

To reserve space, please complete and sign this form, enclose your deposit (make out to the "APS"), and return to: American Philatelic Center, Attn: Facility Manager, 100 Match Factory Place, Bellefonte, PA 16823. Reservations will be confirmed once a completed form is received. A separate form must be completed for each use of the APC.

Renter (Company, Organization, or Individual) _____

Contact Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

E-mail _____ Fax _____

Catering Company and contact information _____

Bartender and contact information (if you have alcohol you must have a bartender) _____

Disc Jockey and contact information _____

Expected Number of Attendees _____ Type of Event _____

Event Date _____ Time In _____ Time Out _____

Requested Space:

- Air Mail Room
- Bud & Dodie Hennig Room
- Lembersky Room
- Education Meeting Room
- Room Style: Conference Classroom Theatre Banquet Other _____
- Garfield-Perry Room
- U.S. Stamp Society Room
- U.S. Philatelic Classics Society, Inc. Room
- Sundman Hall (Banquet Room)

Equipment Needs:

- Podium \$15/day
- Flip Chart w/ markers \$15/day
- Overhead Projector w/ screen \$35/day
- TV/VCR/DVD \$35/day
- LCD Projector w/ screen \$75/day
- Slide Projector w/ screen \$35/day
- Portable Sound System \$75/day
- Photocopies - \$.10/copy
- Outgoing Fax - \$1.00/page

I have read the attached rental policy. I agree, as a condition of and in partial consideration for the use of the facility, that I/the company/my organization will be responsible for any damage to the facility, fixtures, equipment, exhibits, and personal property of the APS and APRL. I/the company/my organization hereby agree(s) to release and hold harmless the APRL and the APS from any and all claims for personal injury or property damage. I agree to remit payment upon receipt of invoice.

Authorized Signature _____ Date _____

Deposit _____ Date Received _____ APC Signature _____

Invoice Date _____ Final Payment Received by _____ Date _____