Thank you for your interest in the American Philatelic Center (APC) Conference and Banquet Facilities in the historic Match Factory. Our facility offers plenty of space for seminars, meetings, 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. No kitchen is available.

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

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,

Nora DeGeorge
American Philatelic Center
Phone:  (814) 933-3803, ext. 201
Fax:  (814) 933-6128
Email:  nora@stamps.org
Conference & Banquet Facilities
Room Descriptions

Air Mail Room (2nd Floor)
18.5’ x 24.5’ (450 sq. ft.)
- Executive conference style-14
Weekdays (after 5 p.m.)
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 (after 5 p.m.)
Less than 4 hours $125/day Over 4 hours $175/day

August Hall (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 (after 5 p.m.)
Less than 4 hours $250/day Over 4 hours $400/day Saturday & Sunday $500/day

Lembersky Room (2nd Floor)
12’ x 16’ (192 sq. ft.)
- Executive conference style-8
Weekdays (after 5 p.m.)
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
Weekdays (after 5 p.m.)
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
Weekdays (after 5 p.m.)
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
Weekdays (after 5 p.m.)
Less than 4 hours $125/day Over 4 hours $175/day

Morse Building (1st Floor)
Approx. 1,500 sq. ft.
Meeting Room/Reception Area
- Executive conference style-14
- Theatre style-60
- Large conference table and TV must remain
Weekdays (after 5 p.m.)
Less than 4 hours $250/day Over 4 hours $400/day Saturday & Sunday $500/day

Sundman Hall (1st Floor)
Approx. 2,000 sq. ft.
Banquet Room
- Banquet-160
- Theatre style-200
Weekdays (after 5 p.m.)
4 hour minimum $350/day Saturday & Sunday $700/day
Any configuration would work in this room

Wedding Rentals:
$250.00 Deposit is required
Weddings $1,500.00 (includes deposit)
See Wedding Information on page 5

Events with Alcohol:
Alcohol Surcharge: An additional $500 surcharge applies for all events with alcohol. A licensed, insured bartender is required.

NOTE: Additional equipment charges may apply as defined in the rental policy.
Conference & Banquet Facilities

Rental Policy

In the below policy, the American Philatelic Center is referred to as the “APC.”

Event Scheduling:
All events must have a signed contract. Conference Room rental hours are for Evenings and Weekends. Weekday rentals during business hours (M-F 8:30am-5pm) are limited. Evening and weekend rental rates include the room rental for four hours (see page 5 for wedding and large event timing). Remember to factor in time for set-up and take down. No room will be reserved without the beginning and ending times known at the time of the request.

Room diagrams (Floor plans) must be turned in to the APC 30 days prior to your event. This helps us make sure we have the correct number of tables and chairs available in the room for the event and so that the set up does not violate any fire codes. We can provide the tables and chairs but the renter to responsible for set up. If the floor plan is not received by the deadline, the APC can exercise the right to cancel the function with no refunds.

Limited Area Only:
This contract is only for rental of a conference room or banquet hall. The Kitchen is not for use by the renter or any persons associated with the renter for the event.

Parking:
Parking areas are free and available on a first-come, first-served basis. Overnight parking of vehicles is prohibited. Any vehicle left overnight may be towed.

Signing / Decorations:
No signs may be placed on the exterior or interior of the premises without approval by the APC. Please print your own interior directional signs; the APC can provide a sign frame on which to hang them. 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 tack.

Smoking:
The APC is a non-smoking facility. There are approved outdoor smoking areas is at the side of our facility (facing Spring Creek). The patio outside of Sundman Hall is a non-smoking area.

Vendor / Supplier Information:
Food, Beverages, Entertainment, Florists, etc.
All suppliers serving on the premises must be approved by the APC. Caterers, DJs, and bartenders must provide a current copy of their liability insurance policy naming the “American Philatelic Research Library” (100 Match Factory Place, Bellefonte, PA 16823) 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 or grounds. 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. If any event at the APC includes alcohol, the event is required to have a licensed bartending company on site and they must have the proper liquor liability insurance on file with the APC. If the liability insurance documentation is not furnished 30 days in advance, the APC reserves the right to cancel the contract.
**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. Recycling is required at the APC. The caterer and/or bartender, or guests renting the facility, must separate and remove all trash from the building and place it in the proper receptacles in the parking lot 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. No alcohol is permitted to be left on the premises at the close of the event; it should be removed from the property.

**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 **four hours**. Additional time may be contracted at $125.00 per hour. If going beyond the original **four hour limit**, please also make arrangements with your outside suppliers.

**Deposits & Invoicing:**
A deposit of $250 or 50% of the rental fee, whichever is less, 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. **Facility must be paid in full 1 week prior to the event.**

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

**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.
Wedding/ Large Event Information

The APC is available for wedding ceremonies, receptions and other large events. However, this site is not a traditional wedding venue. As our main business is not event and facility rental, our space is more “do-it-yourself” than some other wedding-only venues. Please take this into consideration when planning your big day.

Wedding/ Large Event Rental information (rental policies above also apply):

- Rental of the large Banquet room can include overflow into the hallway, Kramer Gallery space, and patio if needed.
- Use of an upstairs meeting room for storage of bags, purses and coats of the bridal party is included with rental. Note: If you plan to use this space for more than just storage (ex. makeup and hair appointments), then a charge of $125 will be added for the rental of that space.
- No other event will be scheduled that weekend (Friday and Saturday) in that space.
- Set-up and decorating may begin on the business day before the event during business hours (8:30am-5pm).
- A loading dock is available for use. However, the APC does NOT provide any help with unloading, clean-up or decorating- that is the renters’ responsibility.
- Event rental is for up to a period of 8 hours. Anytime over (after the event) will be billed $125/hour. Two hours prior to an event start time, suppliers and renters can be admitted to the building. One hour after the event is given for any clean-up. The 2 hours prior and 1 hour after cleanup is included in the 8 hour period. All events must be over and cleaned up by midnight.
- The kitchen equipment is not for use by the caterer or renters. However, the tables can be used for prep and storage.
- If clean-up is not finished the night of the event, the rest may be picked up the next business day. The building will NOT be open on Sunday. Trash and recyclables MUST be taken out, and other items left should to grouped together neatly in one spot in the room. No alcohol may be left overnight.
- The APC is a post office and can be used for mailing wedding invitations, save the dates or thank you notes with the APC cancellation.
- A timeline of the event (including time of set-up the day before and clean-up afterwards) must be submitted 30 days prior to the event. APC reserves the right to request changes. A floorplan is required so that the correct amount of tables and chairs are set aside for the event. **Set-up of the tables and chairs is the responsibility of the renter.** The APC does NOT have round dinner tables, a dance floor or linens for the tables.
- String lights and other very light-weight items (streamers/paper lanterns, etc) may be hung from the ceiling. Nothing with any significant weight can be hung from the ceiling. Because of the historic nature of the building, absolutely no modifications to the building are allowed.
- No open flames are allowed.
- Décor can be attached to the walls, but only with painters tape.
Conference & Banquet Facilities
Reservation Form

To reserve space, please complete and sign this form, enclose your deposit (make out to the “APRL”), and return to: American Philatelic Center, Attn: Kathleen Edwards, 100 Match Factory Place, Bellefonte, PA 16823. Reservations will be confirmed once a completed form and deposit are 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/Year ___________/ 20____

Time In (including set up time): ____________________ Time Out (including clean up time): ____________________

Requested Space:

- Air Mail Room…$125/$175
- Bud & Dodie Hennig Room…$125/$175
- Lembersky Room…$100/$150
- August Hall…$250/$400/Sat & Sun $500
- Sundman Hall (Banquet Room)…$350/$700 or $1500
- Garfield-Perry Room…$100/$150
- U.S. Stamp Society Room…$125/$175
- U.S. Philatelic Classics Society, Inc. Room…$125/$175
- Morse Building…$250/$400/ Sat & Sun $500
- Lembersky Room…$100/$150
- U.S. Philatelic Classics Society, Inc. Room…$125/$175
- Morse Building…$250/$400/ Sat & Sun $500
- Sundman Hall (Banquet Room)…$350/$700 or $1500
- September Hall…$250/$400/Sat & Sun $500
- Morse Building…$250/$400/ Sat & Sun $500

- Alcohol Surcharge…$500

Room Style:  □ Conference  □ Classroom  □ Theater  □ Banquet  □ Other ________________________

Equipment Needs:

- Flip Chart w/ markers $15/day
- LCD Projector w/ screen $75/day
- Podium $15/day
- Portable Sound System $75/day
- Photocopies — $.10/copy
- Fax (outgoing / incoming) — $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________________

The grant of the use of this facility does not constitute an endorsement by the American Philatelic Society or the American Philatelic Research Library, their directors, or their members of the Renter’s organization, activities, or viewpoints.