Liability insurance required for all non York College event hosts.

Security deposit due at signing = 50% of rental fee and will be deducted from total bill at time of final payment. If lessee cancels the event within fourteen (14) days of the use date for any reason other than a state of emergency having been declared by the Governor of Pennsylvania or the Mayor of York City, lessee shall in addition remain liable for and shall pay to the College the full rental price specified above.

**FEE STRUCTURE**

**Rental Fees:**
- Sunday through Thursday = $600/day
- Friday and Saturday = $1,000/day

Rental Fee discounts available for nonprofit groups.

**Administrative Fee:**
- $150 for one-day event; $50 for each additional day

**Custodial Fee:**
- $100 per day
BUILDING FEATURES

- Area near elevators to greet guests or use for registration/check-in
- Anteroom for reception area, bar, and hors d’oeuvres
- Catering warming kitchen for food staging
- Private men’s and women’s restrooms
- Coat racks
- Tables and chairs
  - 24 round banquet tables
  - 150 chairs
  - Three 8-foot banquet tables
  - Twelve 5-foot banquet tables
- 2,000 square feet
- Capacity:
  - Standing: ~150
  - Seated: ~140 (varies based on table layouts and additional A/V needs)

GALLERY HALL

- 2,000 square feet
- Capacity:
  - Standing: ~150
  - Seated: ~140 (varies based on table layouts and additional A/V needs)
- Technology available:
  - Speakers
  - Projector
  - Microphone and lectern
For more information contact:
717-815-1909
marketviewarts@ycp.edu
37 West Philadelphia Street, York, PA 17401