

Harmony Community Center

Harmony Hall • 1401 Peaceable Street • Charlton/Ballston Spa, New York 12020

Dear Potential User of Harmony Hall:

We are pleased that you are interested in using our facility for your special event. We have made every effort to make the historic Harmony Hall a pleasant place and are happy to make it available to you.

Enclosed are two copies of the Regulations Regarding The Use of Harmony Hall (Regulations). Please read it carefully as there are specific rules for the use of the hall. Once you have scheduled and confirmed the date with the Scheduling Coordinator return the signed Regulations form, along with the Hold Harmless Agreement and the \$150 reservation fee. If alcohol will be served at your event you must provide us with a rider on your Homeowners insurance.

If your event is cancelled \$75 will be refunded. Notice must be given within one week of the event.

In the case of ongoing weekly or monthly meetings special financial arrangements can be approved by the Board of Directors.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Susan Ripley, Scheduling Coordinator

518-928-4805

Smripley10@gmail.com

Enclosures: Regulations for Hall use
 Hold Harmless Agreement