

Deane Center FAQs

Whether you are planning a wedding, prom, shower, mixer, or business meeting, here is some information to remember.

1) *Getting here and parking:* The Deane Center is located in Downtown Wellsboro on the corner of Main Street and Central Ave. The main building is a 2-story brick building facing Main St. Metered parking is available on Main St and Central Ave. Non-metered parking is available just past the historic green on Water St. behind the Deane Center. After Noon on Saturdays and Sundays, C&N bank parking lots are open for event parking. There are front and rear entrances to the Deane Center.

2) *Most meeting rooms are located upstairs.* They are accessible by either stairs or an elevator. There are restrooms available on both floors. Our Coolidge Theatre and Lobby are located downstairs. There is a kitchen upstairs. We carry two different types of tables – round and rectangular.

3) *We have a variety of amenities available, including* coffee/tea/water service, portable sound systems for music, a video projector and screen, easels, and linens.

4) *As part of the Deane Center's flexibility, you can cater food however you desire.* For business meetings, we can provide menus for local restaurants that regularly provide food for our events. You simply tell us what you want and when, and we handle the details. You may arrange your catering. If you desire water, coffee, and tea for your business meeting or program, you allow us to provide that. We invested in quality brewing equipment and will provide an excellent product at a reasonable price.

5) *Alcohol: The Deane Center does not provide, distribute, or monitor the service of alcohol* at an event. If you desire to have alcohol served or sold, we can provide you with the names of vendors that have an off-premise license. If you want to provide your own, that is up to you. We simply ask that you sign and return a release at least five days before the event, removing the Deane Center from any liability. You are responsible for ensuring your guests act responsibly. If needed, your homeowner's insurance will usually provide liability coverage for your event. Again, the Deane Center and its employees do not serve, give, or distribute alcohol, nor are they trained to monitor the condition of your guests.

6) *Deposits:* Once your event has been put on our calendar, we ask that you forward a deposit. Your date and time have been locked in at that point, and we will not book that room for another guest. We ask that you provide a deposit of 50% of the base rental and set up a fee of \$100. This can be done by credit card over the phone or by bringing a personal check to the Deane Center. The deposit is nonrefundable unless you cancel at least six weeks in advance.

7) *What are the fees?* There are two base fees. One is for the rental of the space. The second is for "set up and take down." We provide tables and chairs arranged as you want. We ensure restrooms are cleaned; we have ladders, extension cords, etc., to ensure a successful event.

8) Are there other charges? Depending on your desired amenities, there can be further charges, such as \$25 for using a screen and projector or providing a sound system. If you request additional amenities that cost us material or labor, that cost is passed on to you. They are minimal and represent our product and inventory costs.

9) If you have a late-night party with alcohol, lighting, and music and are in the Coolidge Theatre, we may feel it is necessary to keep someone on to maintain conditions. Or, if a considerable amount of lighting or technical work is needed to get your Coolidge Theatre event the way you want it, we may require a labor charge to cover the direct costs.

10) Can we come in and decorate beforehand? In most cases, you should have plenty of time to decorate before your event starts. It depends on the calendar, but if the room is open the day before, it will probably be set that day, and you could come in the night before and decorate. Either way, we will let you know. Remember, do not leave items of value. The Deane Center is a public facility with classes or events every evening.

11) How are we billed? Typically (besides the deposit), a final bill is prepared after the event and mailed or emailed to you. For some simple events where all costs are known upfront, you can often pay that day or in advance. Please do not give checks or cash to any employees besides office management. Always request a signed receipt. Many of our support staff are volunteers or community service and are not employees of the Deane Center. Therefore, we cannot be responsible for funds or cash not handled in the Deane Center office.

12) May other events happen at the same time as our event? Yes, it is possible. We try to maintain separation between events. We have thick walls. But rarely would you be the only party in the building.

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