

# Gratz College Bala Campus Event Planning Handbook

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215-635-7300 x133

Venue address: 382 Bala Ave. Bala Cynwyd, PA 19004

*(Prior arrangements must be made for access)*

Administrative address: 7605 Old York Road, Melrose Park, PA 19027

*Please note: This handbook is intended to be a guide for planning purposes only. It cannot cover every individual client's needs; contact the manager for any special requests or concerns.*

*All policies in this handbook are subject to change at the discretion of Gratz College.*

*Renting the buildings of Gratz College Bala Campus entitles you to the use of our building and grounds as a backdrop to your event. You are renting a venue; you are not contracting for event planning services. We are happy to assist you with any logistics relating to set-up and use of the space, but if you need further assistance, please consider contracting for the services of an event planner/decorator/coordinator.*

## History and General Information

- ◆ In 1912, the Woman's Club of Bala Cynwyd was formed by nine members. Over the early years, the club grew in membership and opened the first library in Lower Merion Township. The Woman's Club also organized a sewing and knitting service that became the Bala Cynwyd branch of the Red Cross in 1916. In 1922, the club purchased the building lot on the corner of Levering Mill and Bala Ave. The new library building was formally dedicated to the men who fought and died in World War I. The Ballroom was built to accommodate the needs of the Woman's Club meetings. During the depression, the club established a sewing group to repair used clothing for needy families and provided hot lunches to schoolchildren. During World War II, no one sold more war bonds in Montgomery County than the Woman's Club. In 1942, the club began a tradition that would last for 60 years, holding its first Antiques Show, an annual event that brought the entire community and beyond to the Club.
- ◆ In 2016, due to dwindling membership and the excessive physical needs of the buildings, the Woman's Club decided to donate the buildings to the Merion Foundation, the grant-making arm of the Merion Tribute House, to continue its mission. Renovations began to bring the building back to its past glory.
- ◆ Gratz College purchased the buildings in July 2024. Gratz College has a long history of educational service to the Philadelphia area. Founded in 1895, Gratz is the oldest independent and pluralistic college for Jewish studies in North America. In the spirit of the Women's Club, Gratz holds the distinction of being the first institution of advanced Jewish learning to accept women on par with men.

## Venue Features

*A copy of our floor plan follows towards the end of the handbook.*

**Foyer:** As the entryway to the building, the foyer is usually used as a greeting area for place cards, hors d'oeuvres stations, guest book, photo easels, gifts, bar, etc. The foyer has a piano and furniture for cocktail hour seating as well as window seats. French doors leading to the ballroom can be open or closed as needed during cocktail hour.

**Ballroom:** The ballroom is large enough for your guests to enjoy dinner and dancing together in one room. The Ballroom can accommodate up to 150 people with dancing for receptions. There are five sets of French doors and windows leading outdoors on either side of the ballroom.

**Library:** The Library can accommodate a maximum of 80 people for a ceremony; 100 for cocktail hours. There are tables and furniture in the library; additional tables and chairs can be moved in as needed.

**Deck and Porch:** The back deck can accommodate 40-50 for cocktail hours and overlooks the lawn (good for seating of those guests who may not be able to manage the stairs down to a lawn ceremony). It is ramped from the driveway for handicapped access. The front porch can also accommodate 20-30 standing.

**Fireplaces:** At the present time, fireplaces in the foyer and library are not functional; candles may be used in the foyer fireplace only.

**Dressing Rooms:** The Gratz College Bala Campus has a private bridal dressing room, as well as a private room for the groom's use. The bridal suite is in the basement to allow for more privacy and connected to the ladies room; the basement is not air conditioned but tends to stay cool. The groom's room is on the main level behind the kitchen and has a private restroom, seating, and a television. Either room may be used for childcare during an event.

**Accessibility:** The Gratz College Bala Campus is accessible for the disabled; the deck is ramped from the driveway to the ballroom. The restroom to the left of the stage is best for those with mobility issues.

**Bathrooms:** Guest restrooms are in the basement. There are three stalls in the ladies room. There are two stalls and one urinal in the men's room. Two bathrooms on the main level are accessible for those with mobility issues - one to the left of the stage, the other by the groom's room. Gratz College Bala Campus Staff will maintain all restrooms during an event and replenish supplies, as needed. We supply paper hand towels and liquid soap at the sinks; you may, if you wish, substitute your own towels, soap, or provide facial tissues and other items for your guests' use. Toiletry baskets can be placed on the vanity counter in the ladies room or on a table in the men's. You and your guests may also ask the event supervisor on duty for emergency first aid supplies, feminine products, sewing kits, etc., which are kept in the office.

**Coat Room:** The coat room is located in the basement and is self-service.

**Ashtrays and Smoking:** Gratz College Bala Campus is a non-smoking facility. Your guests are welcome to smoke outdoors, where we have provided an ash urn at the main entrance and two receptacles on the deck.

**Parking:** Parking is on-street or shared in the neighborhood. Guests may be dropped off using the driveway off Levering Mill Road and the driver can find parking off-site. Valet services can be contracted privately if needed. (Royal Valet is right around the corner.) A parking map of the neighborhood is included in this pamphlet and is available for your guests to download from our website. Please note guests are not permitted to park in the Verizon lot directly behind the building. A goodwill offering to St. John's church is appreciated by Father Frank if you plan to direct guests to their lot.

### Staffing

**Management:** The daily operations of Gratz College Bala Campus are overseen by the Facilities Rental Manager who will coordinate all scheduling of appointments, special requests, contract questions, billing, payments, etc. None of the Gratz College Bala Campus staff work on commission.

**Event Supervisors:** Experienced event supervisors are on-site one hour prior to the event start until the caterer is finished cleaning to ensure proper lock-up of the building. They are available if you or your guests need any assistance before, during, or after an event (e.g., vendor communication, calling a cab for your guests, checking bathroom supplies and cleanliness). While they all have many years of experience with events, they are not your event coordinator. Their main responsibility is for the security and operations of the venue. Event supervisors do not expect to be tipped. They are usually fed by the caterer at no cost to you.

**Business Hours of Operation:** Gratz College Bala Campus general operations are conducted at the offices of Gratz College in Melrose Park, PA. **This venue is only open by scheduled appointment.**

**Emergencies:** Police can be reached on the non-emergency line, 610-649-1000 or 911.

### Booking an Event

**Contract:** Upon booking a date verbally, Gratz College Bala Campus will take the date off all availability calendars immediately and prepare a contract. A non-refundable deposit is due within two weeks of the contract date, along with the signed contract. Contracts should be mailed or emailed back unless the deposit is being made in cash (in which case you will want to schedule an appointment). In signing our contract, clients agree to adhere to our rules and regulations which accompany it.

**Payment:** Gratz College Bala Campus accepts credit cards (3% charge), personal checks, money orders, cashier's checks, and cash for payment. Checks should be made out to Gratz College. As stated above, the contract and the non-refundable deposit are due two weeks after booking. Final payments are due 30 days before the event. Personal checks are not accepted for final payments within a month of the event. Returned checks are subject to a \$50 fee.

**Contracted Hours:** Clients may book the five-hour window of their choice (5½ if ceremony is on-site), within curfew. While the contract outlines the anticipated time of the event, changes can be easily made to the contracted time, if our schedule allows, by contacting the Facilities Rental Manager. **The contracted time is the time we expect your guests to arrive and leave** and does not include set-up time for the caterer or other vendors.

Our policy is that the building can be accessed no earlier than four hours before the start of the event for these purposes.

**Event Start Time:** Your guests may enter Gratz College Bala Campus fifteen minutes before the contracted start time. For receptions where the ceremony is not on-site, please keep that in mind when scheduling your event so it does not inconvenience your guests after an off-site or church ceremony. When you note on your invitations “*Reception immediately following,*” take into consideration the length of the service, receiving line, and photos but don’t overestimate the time you’ll need at the church. Guests arriving early cannot be accommodated until your contracted start time. Not only will the caterer not be able to serve early arrivals, it can also disrupt the private time you might like to have for pictures here before the guests arrive. It is best to make your guests aware of the exact start time of your reception on the invitation.

**For an on-site ceremony, your invitation time should not be any earlier than your contracted start time, even if you think people will be late.** We allow an extra half hour for an on-site ceremony. (Your caterer may charge you for that extra time, so please inform us if it is not needed.) This half hour is intended to cover not only the ceremony itself, but also to allow for any unexpected delays, late guests or late shuttle arrivals, etc. which may occur. Shuttles should not be scheduled to arrive here earlier than the 15 minutes before your start time unless they are only bringing family members for pictures. Again, early arrivals can disrupt your photo time and the caterer cannot serve until the contracted reception start time.

**Event End Time:** At the end time of your event, per your contract, our staff will coordinate with the bartender to close the bar (15 – 30 minutes before end time depending on the caterer), the DJ or band to play last requests, and the caterer to begin the clean-up. Due to the close-knit neighborhood our venue is situated in, we require all music to be turned off no later than 10:00 p.m. on Fridays and Saturdays, and 9:00 p.m. on Sundays and weekdays. Your contracted event time or the addition of extra hours cannot exceed these curfews.

**Cancellations:** All cancellations and date changes must be made in writing. If over 90 days notice is given, the nonrefundable deposit is held as the cancellation fee. The full amount of the rental shall be due and payable if fewer than 90 days cancellation is given.

**Postponement Policy:** If you need to postpone your event, the deposit will be held as the postponement fee, as we have held this date for your event in good faith. Exceptions would be made for severe weather where Gratz College is forced to close the building or the roads are not safe. A new contract will for a postponement necessitate another deposit for the new date. The full amount of the rental shall be due and payable if fewer than 90 days notice of postponement is given.

**Communication:** We try to be responsive to all our clients’ questions and concerns. Email is the preferred method of communication throughout the planning process. Because the venue is not staffed daily, you may return documents via email or make prior arrangements for payments and drop offs. Mail is checked daily. Please use the Gratz College administrative offices address for such deliveries. **Please do not send documents or payments through UPS or FedEx where a signature is required for delivery.**

**Gratz College, Attn: Facilities Rental Manager, 7605 Old York Road, Melrose Park, PA 19027**

In the weeks before your event, you will also receive an information request form for you to provide names and arrival times for all vendors, your arrival time, equipment needs, special requests, etc.

## Equipment

**Tables and Chairs:** Gratz College Bala Campus has a variety of tables and chairs available for use at events (see below for our inventory). All the tables and chairs owned by Gratz College Bala Campus are available to clients at no extra charge. All tables and chairs are stored behind the stage and are rolled or brought to the ballroom by the catering staff. All tables and chairs should be rolled or carried, not dragged, to the desired location. For your guests' comfort, the total number of tables in the ballroom should not exceed 17. Please note: if you are renting linens on your own, you may want to be aware of the following table sizes and floor-length linen sizes for each table:

- Round:       (2) 72" rounds, which seat 10 to 12; *Linen: 132" Round*  
              (20) 60" rounds, which seat 8 to 10 people; *Linen: 120" Round*  
              (2) 48" rounds; *Linen: 108" Round*  
              (3) 36" round and (3) 30" round tables (cake, sweetheart, etc.); *Linen: 96" Round*  
              (4) 36" high-top cocktail tables; *Linen: 120" Round*
- Banquet:     (9) 6' banquet tables (6' by 30"); *Linen: 90" x 132" Banquet*  
              (4) 8' banquet tables (8' by 30"); *Linen: 90" x 156" Banquet*

- 175 Mahogany Chiavari ballroom chairs (may not be used on lawn)  
150 White Folding Chairs (for outdoor use)  
60 Wooden Folding Chairs (in the library)

**Rentals:** *If you are renting a tent or any other special equipment for your event on your own, please call in advance for required installation and break-down times; caterers will usually check with us for delivery of their rentals. Note that Sunday deliveries and pick-ups will often require a surcharge by the rental company.*

**Air Conditioning:** Aside from basement areas, which tend to stay cooler, Gratz College Bala Campus is fully air-conditioned. Ballroom windows and doors should remain closed throughout the event in hot weather to ensure optimal comfort.

**Pianos:** The baby grand piano in the foyer may be used in either the foyer or ballroom. Please let us know in advance if you would like it moved to a different spot in the lounge, or into the ballroom. It cannot be moved off the first floor. There is another upright piano in the library which cannot be moved.

### **Kitchen Equipment:**

- 10 Burner stove/commercial double standard/convection oven  
2 two-bowl sinks; 1 hand-washing sink  
Fixed counters and staging tables  
2 Reach-in Refrigerators and 1 Reach-in Freezer  
Microwave

*The kitchen does NOT have an ice maker, garbage disposal or dishwasher*

**AV Equipment:** The venue does not own a sound system. A portable screen is available (16:9 87" x 49" tripod screen). Contact your DJ or another vendor for your AV needs.

**"Lending Shelves":** From time to time, Gratz College Bala Campus comes into possession of leftover decorations such as votive candles, hurricanes, pillar candles, vases, baskets, etc. In an effort to "go green," we welcome clients to use or borrow them for their events. If you are interested, it is a good idea to make an appointment to come in within a month of your event to take a look at what we have. Anything you wish to

donate to the shelves after your event is welcome! Please note it is your responsibility to make sure these items are brought upstairs before the event and left onsite after use.

## Decorating

**Candles:** No candles are allowed in the ballroom or the library but are allowed outside. All candles must be enclosed in glass (e.g., hurricanes or votives) with a fire-resistant base. **No candelabras with open flame.** Our staff or catering staff will extinguish them one half hour before their removal to prevent wax from spilling on floors or upholstery. Candles may be placed in the ballroom foyer fireplace (fireplace candles do not need glass enclosures). No candles allowed in the Library building; flameless are fine.

**Flowers:** Please have your florist arrange a time with the Manager for drop-off and pick-up. There is no accommodation for flower arranging on-site or refrigerating them. Florists must remove their trash and bring their own equipment, including ladders, for their installations.

**Other Decorations:** The use of staples, tape, command strips or other adhesive materials is strictly prohibited as they can damage walls and furniture. If a nail or hook already exists in the wall, feel free to use it. Nothing can be hung from the ballroom chandeliers. You may not use glitter, confetti, sparkle dust or any other similar small substances in your decorations. Fog machines are not allowed. No helium balloons are allowed inside the facility without prior permission. Balloon arches and balloons filled with confetti must be popped within a large plastic bag taken to a back room to prevent the reverberating loud noise in the ballroom. Bubbles and sparklers are also permitted outside only. For sparkler send-offs, please provide buckets for water or sand to extinguish them. **No fireworks or sky lanterns** are allowed on the premises. All decorations must be removed from the premises after your party. Personal photos are a nice way to decorate the foyer. You can drop them off ahead of time and the catering staff or a friend/family member can arrange them appropriately.

**Ceremony Decorations:** Gratz College Bala Campus does not provide any decorations for your ceremony. Arches, chuppahs, and runners can be rented through your florist. Infrequently, such items are left for our lending shelves. You should assign someone (florist or friend) to attached "Reserved" row or chair signs, attach bows to chairs, etc. That is not the responsibility of the house staff or catering staff.

**The DIY Client:** If you are providing your own centerpieces and other decorations, they can be dropped off here ahead of time (usually with your alcohol) and the caterer can usually place them for you - check with them ahead of time. These include your (alphabetized!) place cards, guest book, non-perishable centerpieces or arrangements, special food items (candies, etc.), and any candles or other decorations. This way, the catering staff has access to them immediately and can begin to work on the place card arrangement, decorations, etc., per your instructions, as soon as they arrive. Written instructions are very helpful. Please check with your caterer to determine what they will or will not be responsible for.

## Day of the Event – Wedding Ceremonies

### Ceremonies

Gratz College Bala Campus can be the site of your outdoor or indoor wedding ceremony. A ceremony fee covers the cost of setting up our chairs in the location of your choice, giving you an extra half-hour for the ceremony time, and allowing for one hour of rehearsal time, if needed.

**Outdoors:** Outdoor ceremonies generally take place between April 15 and November 1, depending on the condition of the grounds and the weather. We will set up your ceremony chairs on the back lawn. Please alert the manager of any tables needed for the ceremony (for candles, sand, drinks, programs, etc.) and alert your caterer for linens. Usually a 36-inch round or hi-top is sufficient for these purposes. **If you are renting your own chairs for your ceremony, you must make arrangements for their set-up and breakdown and a portion of the ceremony fee can be refunded.**

**Indoors:** Between November 1 and April 15, ceremonies can take place indoors. For guest counts over 120, ceremonies take place in the ballroom facing the stage. Since the caterer only has the cocktail hour to rearrange the ballroom, it is usual practice for the dining tables to be set and dressed and pushed to either side of the room during the ceremony. With advance notice, your caterer can rent *pipe and drape* to screen off the tables. Please talk to your caterer about their turnover procedures. The stage curtain is closed to hide the DJ or band equipment. The Library can also be used for smaller ceremonies, up to 80.

**Plan B:** Unfortunately, there are times when ceremonies planned for outdoors need to be moved indoors due to the weather. We must know your decision by **10:00 that morning** since the set-up needs of *every other vendor* depend on your decision.

**Ceremony Celebrations:** You must inform your guests that they may not throw rice, bird seed, rose petals, glitter, confetti or any other similar substances or blow bubbles *inside* Gratz College Bala Campus or on our deck and walks. Such substances are dangerous and have caused people to slip on our wood floors. For indoor ceremonies, aisle petals are best laid on a runner for ease of room turnover. No silk or artificial rose petals are allowed on the lawn. Every effort must be made to pick up scattered petals after outdoor ceremonies. Bubbles and sparklers are also allowed outside only. Absolutely no fireworks, firearms, or sky lanterns are allowed on the premises.

**Rehearsals:** Rehearsals can take place in advance of the ceremony and are to be scheduled **two months before your event**, so that we can coordinate it around other scheduled events. A rehearsal is limited to one hour, and the size of the group should be limited to those that are in the wedding party and immediate family. You may not bring food for a “rehearsal dinner” after your rehearsal at our site unless you rent the facility separately for that purpose. A Gratz College Bala Campus staff person (usually the house manager scheduled to be on site for your event) will be on-hand to observe, give advice, and take notes so they can best assist you on the day of.

## Day of the Event – Receptions

**Set-up Time:** As a courtesy, set-up can begin **four hours** before the event. With permission from the Manager, you may be permitted to use some of this set-up time during business hours the day before. You should indicate your arrival time, as well as vendor arrivals, on your final information form. **Please note: this is not time for a pre-party.** Due to insurance requirements, while on our premises, you and your guests are not permitted to consume alcohol which is not served by a licensed bartender. Intoxicated guests will be asked to leave before the event begins. Bridal parties and families may arrive for dressing during this time. **Please be aware that there may be venue tours taking place during this generous four-hour set-up time;**

**your contract does not include exclusive use for these four hours.** We do not schedule any such activities in the hour before (or of course during) your event.

Other guests may only arrive 15 minutes before your contracted start time. If you are shuttling guests to our venue, you will need to schedule these shuttles accordingly. (see also “Booking an Event” pages on timing).

**End Time:** At the end time stated in your contract, we expect your guests to be leaving the facility. The band or DJ will be asked to stop playing and the lights will go up. The bar will be closed 15 – 30 minutes before the end time, depending on the caterer’s rules. This is one reason it is important that you keep us informed of any changes in your start and end times; unless informed otherwise, our staff will begin closing procedures at the time given to us. At the end of the event, the client must remove all alcohol, personal effects, and decorations; please assign a friend or family member to be in charge of these items. Bartenders usually help with boxing up leftovers and bringing them to a car. Gratz College Bala Campus may not be held responsible for any belongings left after an event. Any special pick-up arrangements for decorations must be made in advance with the manager.

**Extra Time:** Events are scheduled for a four hour time allotment (with an extra half hour if you have a ceremony here). There is a fee for additional hours past this allotment. While it is best for your planning purposes to decide on extra hours in advance (keep in mind that catering staff, DJ, band members, etc. all will require additional fees for extra event time), it is possible to extend the party on the spot. In that case, you must pay for the extra hours in cash to the house manager on duty. Extra hours cannot exceed our curfews (see above) and cannot be refunded if unused.

**Card and Gift Security:** It is suggested that you provide a secure place for gift cards, such as a box, birdcage, or basket. Gratz College Bala Campus is not responsible for any lost or stolen gifts, cards or personal items. Gratz College Bala Campus staff is prohibited from taking responsibility for anything of value in the office. Please assign a friend or family member to be responsible for any checks, cash, and gift cards for the couple. Absolutely no gifts or cards can be kept at the facility after the end of the event. Should you or your bridal party wish to lock up any personal items during the event, please ask the house manager on duty to lock the bridal suite rooms and/or groom’s room. No personal items can be left in the office during your event.

**Inclement Weather:** Gratz College Bala Campus is fully equipped to handle snow and ice, etc. Coordinating a reschedule with all your various vendors will be difficult; however, with advanced notice, we will certainly allow you to reschedule your date here if needed due to weather.

## Vendors

Gratz College Bala Campus works with a list of preferred caterers. We welcome any florist, photographer, musicians, of your choice to come and work at Gratz College Bala Campus for your event. We have a list of suggested vendors if you need a starting point. No additional requirements or insurance is required from vendors other than the caterer.

**Caterers:** All events at Gratz College Bala Campus must be catered by a pre-approved (our list only) full-service caterer who will provide not only the food, but the staffing, bartenders, linens, set-up, clean-up, trash removal, and will carry the necessary liability and alcohol liability insurance. Caterers from our preferred list have provided us with proof of required insurance and are knowledgeable of all our regulations.

**Bartenders:** The caterer will provide professional bartender(s) responsible for serving all alcohol on-site. As an off-site premises without a liquor license, we follow all PA Liquor Control Board regulations. All alcohol is the client’s responsibility to purchase. That way, you may choose what you know your guests will enjoy



and are not charged per person for people who do not drink. It is still your property at the end of the evening to return unopened bottles or to use in the future. You may drop off your alcohol during the week before your event; please schedule your drop-off with the Manager. It will be placed in an individual secured storage area until the caterer arrives before your event. Please bring enough people to help with the delivery; Gratz College Bala Campus staff cannot transport the alcohol into the building. We are happy to provide phone numbers for delivery services in our area. Do not refrigerate your beer or white wine ahead of time since it will be stored here at room temperature until the caterer ices it the day of your event. First floor and basement storage areas are sufficiently cool for beer and wine storage. Once the alcohol is on premises, it must only be accessed and handled by the catering staff for insurance reasons. Any unused liquor or beer must be removed from Gratz College Bala Campus at the end of each party; Gratz College Bala Campus is not responsible for any alcohol left behind.

Caterers also provide glassware, soft drinks, ice, and mixers. No sale of alcohol is permitted (cash bars, tickets, coupons, etc.) Kegs are not permitted due to damage which may occur to our wood floors. Our staff will alert the bartender to close the bar **15 – 30 minutes** (depending on the caterer's rules) before the contracted end of the party; we reserve the right to close the bar earlier when deemed necessary. Intoxicated guests will be asked to leave the facility and the police will be called for any violent or abusive behavior. Shots and ice luges are not permitted.

***Gratz College Bala Campus is fully insured.*** We require insurance from any vendor using our kitchen or our equipment, but usually no other additional insurance on the part of the client is required. However, since the alcohol is your responsibility, you may decide to take out an extra homeowner's policy to cover any incidents over the weekend which may be the result of intoxication, particularly if you are using vendors unfamiliar with the building. There are other insurance programs ([wedsafe.com](http://wedsafe.com), [theeventhelper.com](http://theeventhelper.com), and [protectmywedding.com](http://protectmywedding.com), for example) you may want to investigate if you do not have a homeowner's policy or would like additional insurance for your event.

**Music:** Gratz College Bala Campus can accommodate both large bands and DJ's. Bands and DJ's may unload equipment using the driveway/deck and move their vehicles after unloading. All dance music must be kept at a reasonable volume and must be confined to our ballroom with all doors and windows closed. Due to neighborhood noise restrictions, outdoor receptions with dance music are not permitted on the deck or grounds, even under tents. **Only the lightest amplification is permitted during ceremonies or cocktail hour.** Gratz College Bala Campus reserves the right to determine what is a reasonable volume for indoor and outdoor music and we will shut down cocktail music if too loud for the neighborhood. If hiring a band, you may want to have them check the acoustics ahead of time - they may need to make adjustments due to the ceiling height in the ballroom.

**Stylists:** Clients are welcome to arrange for their hair and make-up stylists to use the bridal suite for these services for the bridal party during the four hours before the event.

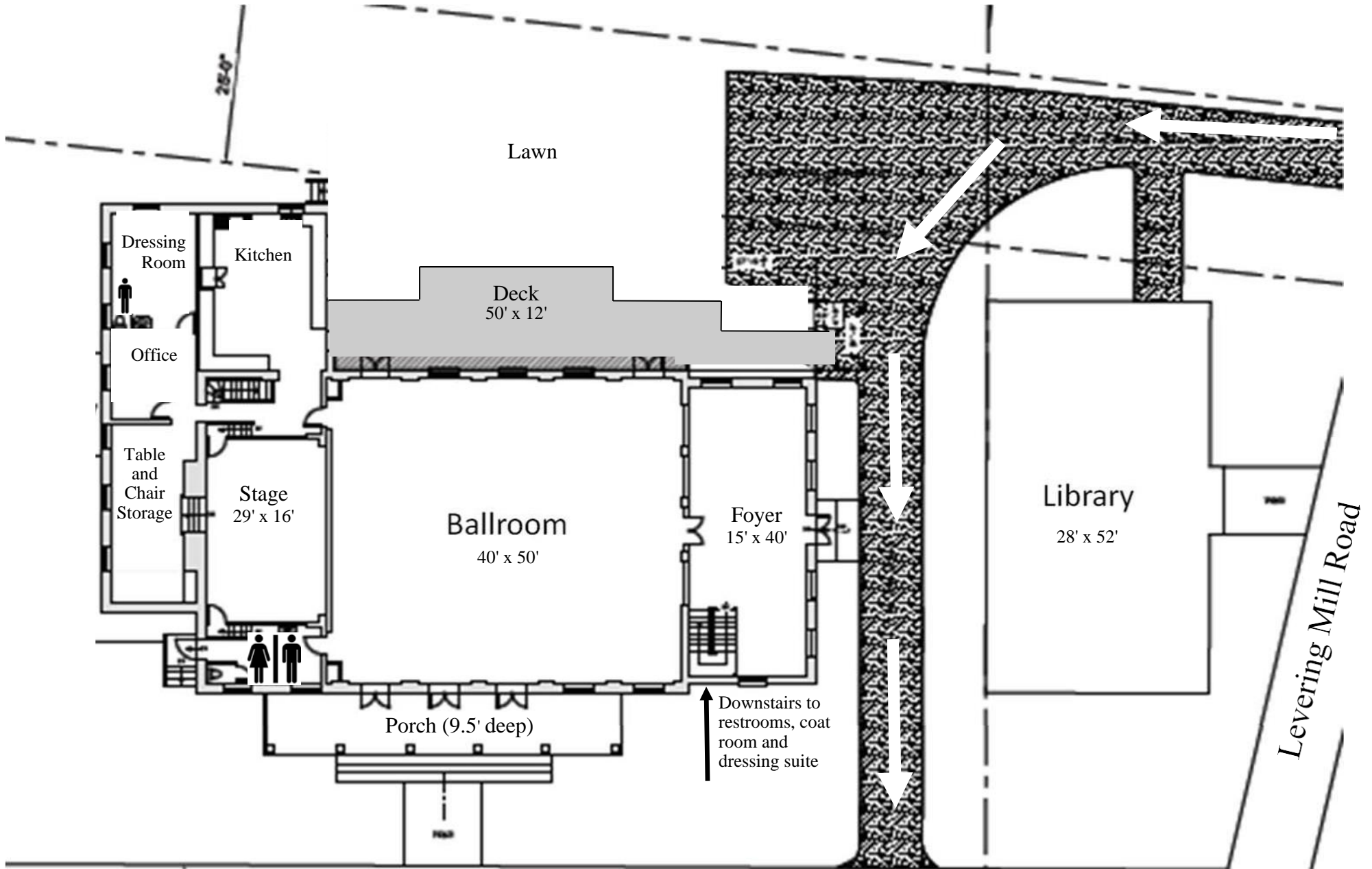
**Transportation:** We welcome shuttle buses, limos, etc. to transport you and your guests. We will need this information in advance; it is requested on the information sheet you will return the week before your event. We will then be able to direct them more efficiently and give instructions on parking. Smaller coaches will give you more flexibility in staggering arrivals and departures. Large buses will not fit in our driveway but can unload guests on the street.

**Hotels:** The City Avenue Hilton and the Marriott Courtyard City Avenue are the two closest hotels to the venue.

**Churches/Ceremony Officiants:** St. John Episcopalian Church of Lower Merion is across the street (diagonal on Levering Mill Road, 610-664-4517) and is highly recommended for ceremonies of any

denomination. The following information is good to have for marriage licenses: Gratz College Bala Campus is located in Lower Merion Township, Montgomery County, PA. The county website has more information on obtaining marriage licenses: <http://montcopa.org/203/Marriage-Licenses>. You may apply for a marriage license in any county courthouse in Pennsylvania.

# Gratz College Bala Campus



# Gratz College Bala Campus Scaled Floor Plan

Scale: 1" = 7'

The Levering Mill House ballroom measures approximately 45 feet wide by 50 feet long with 20 foot high ceilings. It can accommodate a maximum of 150 people with a dance floor and food stations. Bars are usually kept in the foyer area.

We have the following tables and chairs available for your use (linen sizing is provided if you are renting your own linens; we do not have linens on-site):

## Round:

- (2) 72" rounds, which seat 10 to 12; Linen: 132" Round
- (17) 60" rounds, which seat 8 to 10 people; Linen: 120" Round
- (2) 48" rounds; Linen: 108" Round
- (3) 36" and (3) 30" tables (cake, sweetheart, etc.); Linen: 96" Round
- (4) 30" high-top cocktail tables; Linen: 120" Round

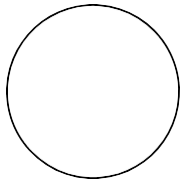
## Rectangular:

- (8) 6' rectangular tables (for bar/dinner stations). Linen: 90" x 132" Banquet
- (4) 8' rectangular tables. Linen: 90" x 156" Banquet

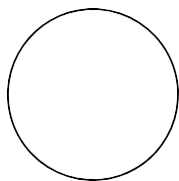
175 Mahogany Chiavari indoor chairs

150 White outdoor folding chairs for ceremonies

When using the scaled drawing, a 1" circle (about the size of a quarter) is the size of our largest 72" round table. A 60" round is .8" in diameter; a 48" round is .6".



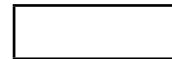
72" round



60" round



36" round



6-foot banquet

Standard dance floor guidelines calls for approximately 9 sq.ft. per couple with 30% of guests dancing at any given time; a standard 200 square foot dance floor is usually sufficient.



40 feet

Stage = 29 feet wide; 16 feet deep; 3 1/2 feet high

To Handicapped Restroom and Stage

To Kitchen

50 feet

Ballroom  
(20 foot high ceilings)

15 feet

Down to restrooms

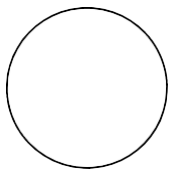
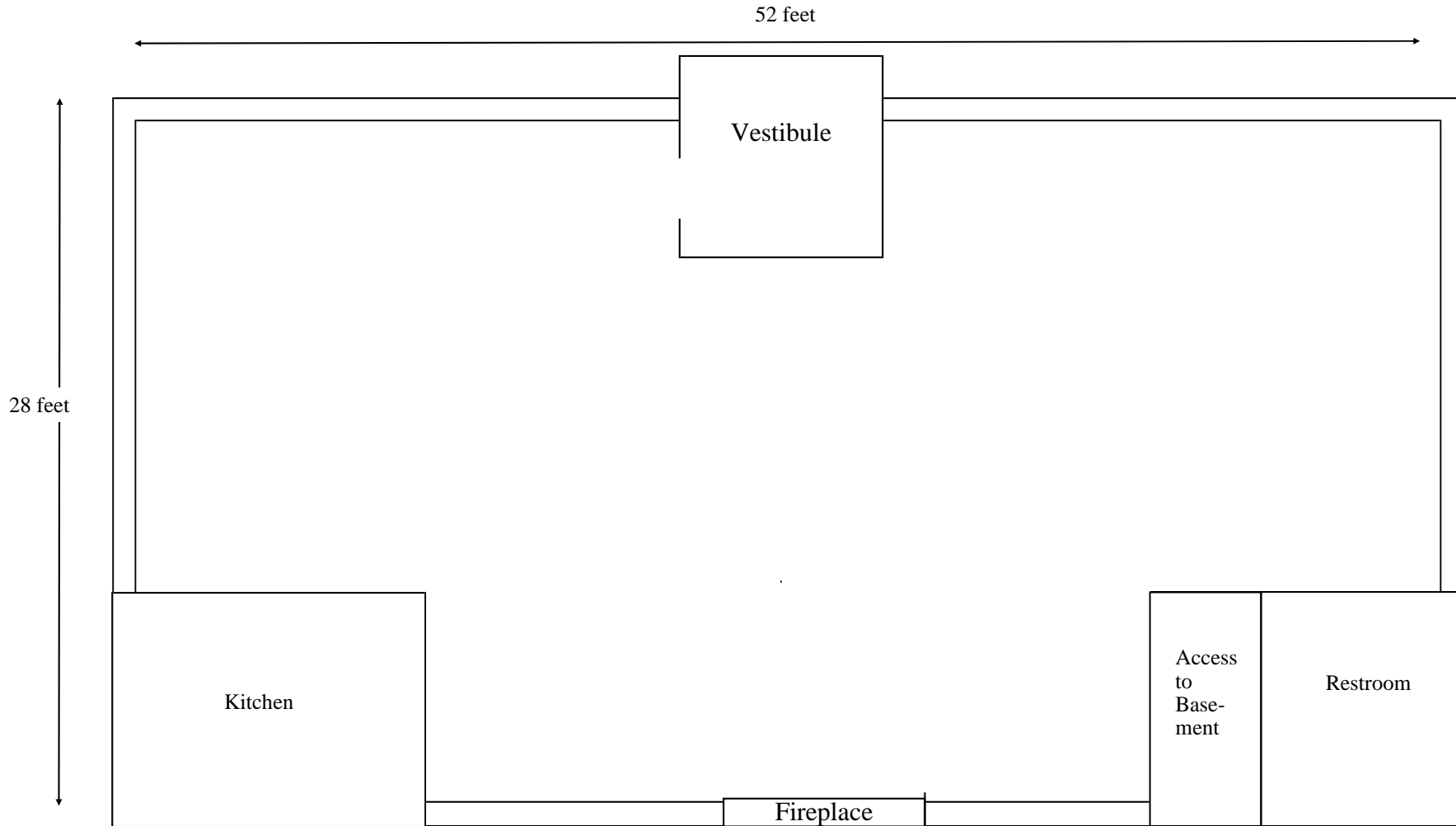
Piano

Foyer  
(11 feet high ceilings)

Fireplace

Scale: 1" = 7'

# Gratz College Bala Campus Library Floor Plan



60" round



6-foot long

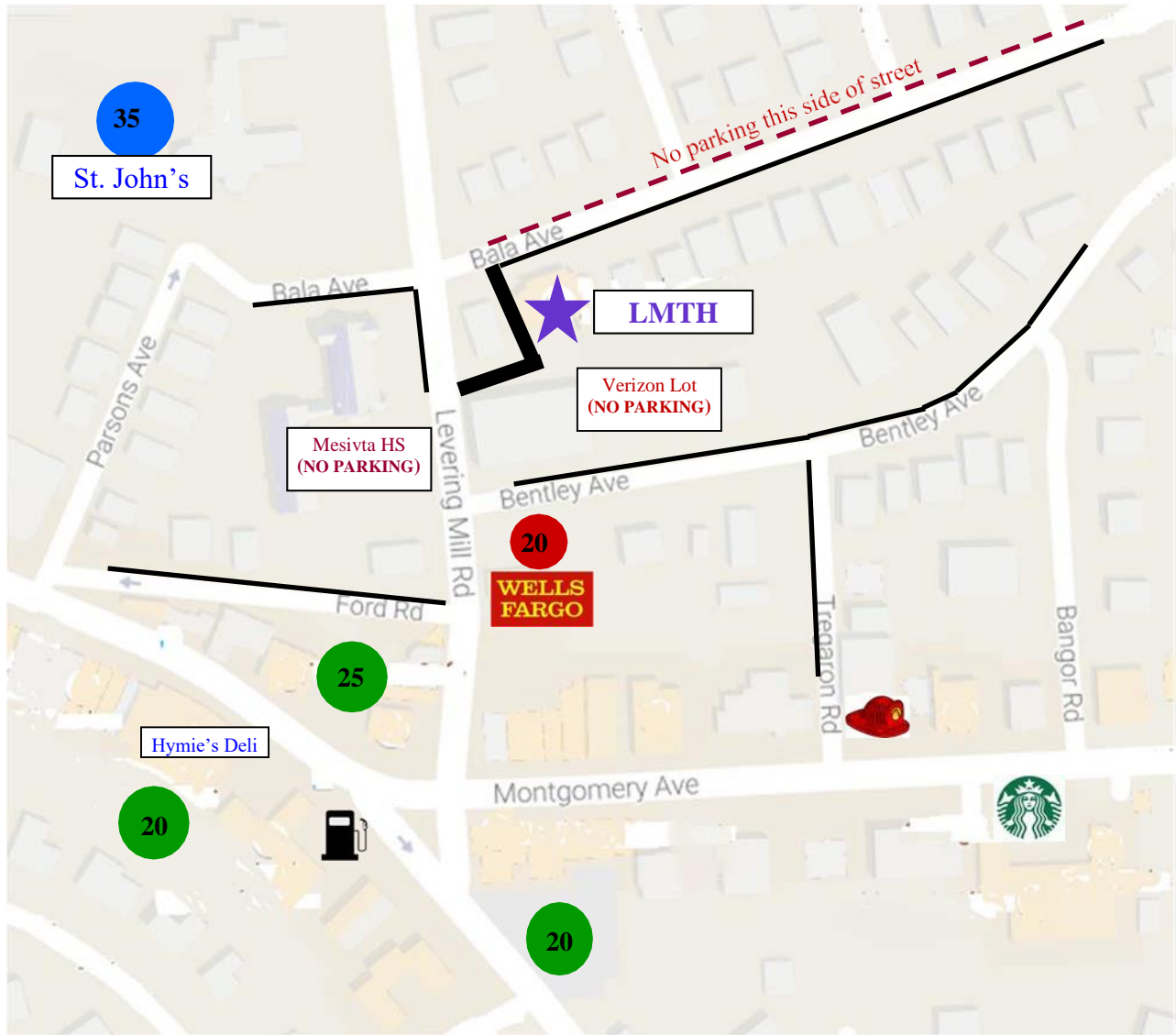
The library has the following equipment. Other tables may be brought from the ballroom building by the client or caterer.

- 2 wooden library/reading tables
- 3 folding 6-foot long tables
- 60 wooden folding chairs

Fireplace is for candles only. Other than in fireplace, real candles are not allowed, due to books and woodwork.

*Scale: 1" = 6'*

# Gratz College Bala Campus Event Parking Map– Evenings (after 6 p.m.) and Weekends



LMTH Passenger drop off and VIP Parking



Parking at St. John's Episcopal Church, 35 spaces, available M - F after 6 p.m., Saturday day and evening, and Sundays after 2:00 p.m.



Wells Fargo Bank Parking, 20 spaces, available after 6 p.m. M - F evenings and all day Saturdays and Sundays



Municipal Parking Lots, metered until 6 p.m. Monday through Saturday, free after 6 p.m. every day and free all day Sundays



On-street parking also available (one side of street) Bala Ave., Bentley Ave., Trearon Rd. and Ford Rd. 2 hour limits not enforced after 6 p.m.