



Frequently Asked Questions

How early can a date be reserved?

Reservations can be made up to one year in advance.

Are there any restrictions when using the Hayner?

Due to the historic nature of the building and grounds, the following restrictions must be observed. Other restrictions may apply to your particular event.

- Candles are not permitted in the building or on the grounds of the Hayner.
- Smoking is not permitted in the building or on the grounds of the Hayner.
- Children must be supervised at all times.
- No confetti, rice, birdseed, etc. can be thrown while at the Hayner either inside or outside.
- Furniture, furnishings, exhibits, artwork and other belongings of the Hayner are not to be moved by guests.
- Tape, nails, tacks, glue or any other product that may damage the paint or surfaces of the Hayner are strictly prohibited.

Is the Hayner handicapped accessible?

There is a chairlift at the west entrance into the house and an elevator for access to the second and third floors. There are a limited number of handicapped spaces available in the Hayner drive and Hayner lot.

What is the alcohol policy?

Only champagne, wine, beer & wine coolers may be served, in moderation, at private parties, receptions & weddings. These beverages may be served on the condition that an alcohol agreement is signed and beverage hosts are hired. Serving restrictions apply and must be observed.

Who will set the tables & chairs?

Our maintenance staff will set the tables & chairs in the house and courtyard. Set-up arrangements need to be confirmed one month prior to the event.

Will there be staff on-site during my event?

A receptionist will be on duty during your event to offer directions to your guests and to answer any questions you or your guests may have.

Where can we park?

There are 14 spaces available for Hayner guests in the Hayner lot located on Water Street, directly behind the Hayner. On street parking is available on surrounding streets. Please do not park in the Library's lot during their open hours.



Open Hours

Monday - 7 pm to 9 pm

Tuesday - Thursday 9 am to 9 pm

Friday & Saturday 9 am to 5 pm

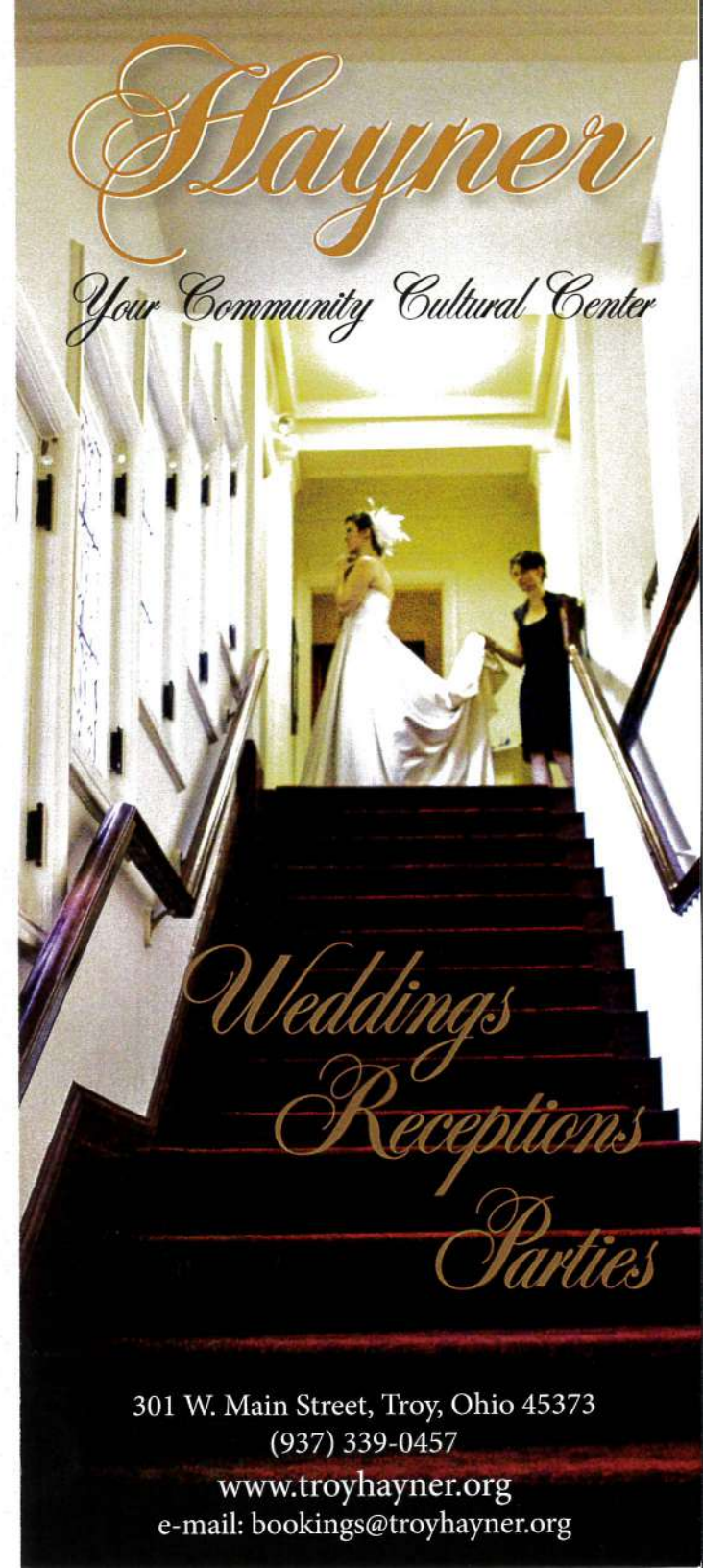
Sunday - 1 pm to 5 pm

Admission is free of charge for exhibits and most programs.

Cover photography courtesy of Parisi Images.
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Hayner

Your Community Cultural Center



Weddings Receptions Parties

301 W. Main Street, Troy, Ohio 45373

(937) 339-0457

www.troyhayner.org

e-mail: bookings@troyhayner.org

Welcome to Hayner

The Troy-Hayner Cultural Center is a historic mansion built in 1914 by Mary Jane Harter Coleman Hayner. Upon her death in 1942, it was bequeathed to the Troy City Schools. The Hayner mansion is a valued asset of our community. It is to be treated with the utmost respect for its history and contents. The expectations for use are different than a "rental hall" and should be fully considered by parties interested in using this facility.

Thank you for your interest in the Troy-Hayner Cultural Center. Please feel free to contact us for additional information or questions. An application for rental can be found on our website: www.troyhayner.org or at the Hayner.



Wedding Packages

#1 - **Solarium Wedding** - for 20 people or less only. Two (2) hours of rental during open hours..... \$300.00

#2 - **House Wedding** - in East Room, Study, Ballroom or Courtyard (with Rain Plan +\$100) and small room for dressing for four (4) hours of use during open hours. Also includes a 2 hour rehearsal during open hours. \$750.00
After Hours Wedding Rehearsal..... \$250.00

Wedding Receptions

One large room (East Room or Ballroom), Kitchen & Lower Hall for four (4) hours \$750.00



Private Party Rental Fees

All Fees are for four (4) hours of use of the Hayner during Open Hours
(Capacity is dependent upon set-up arrangements)

Large Rooms: East Room, Study, Ballroom & Art Studio \$200.00 ea.
Courtyard with Rain Plan room.....\$300.00

Small Rooms: Parlor, Boardroom, West Room, Conference Room, & Solarium.... \$150.00 ea.

Use Kitchen and/or Lower Hall with other rooms\$100.00

Entire 1st Floor: East Room, Study, Solarium, Lower Hall & Kitchen \$600.00

Other Rental Fees

Closed Hours Fee..... \$100.00

Out of District Fee..... \$200.00
(Applies if renting party does not reside within the Troy City School District. Reduced for Friends of Hayner members. Ask about membership.)

Additional Hours Fee - ¼ of the total rental fee for each additional hour.

Damage Deposit \$300.00
(required for all parties with 50 or more guests)

Tablecloths (white) \$10.00 ea.

Digital projector, screen, microphone, DVD/TV, podium free

Rain Plan for another venue \$220.00
(This is a non-refundable deposit, balance due 5 days following event.)



Rental Policy

1. Contact the Hayner to check availability.
2. Complete a rental application and return it to the Hayner within two weeks.
3. If approved, a contract will be mailed to you.
4. Return the signed contract within 10 days of contract date, along with one-half of the total rental fee. The balance of the rental fee is due 2 weeks prior to your event date.

Refund Policy

Cancellations made 90 days or more before the event date will be refunded in full. Cancellations made within 90 days of the event date will forfeit their deposit.