

Town of Big Flats Municipal Hall

Rental Date: _____ Time: _____ From _____ To: _____

Hall Rental

Amount Due
Amount Paid
First Payment

Hall: \$ _____ Date: _____

Kitchen: \$ _____ Amount: \$ _____

Inspector: \$ _____ Second Payment

Deposit: \$ _____ Due Date: _____

Date Paid: _____

Amount: \$ _____

Total Due: \$ _____ Total Paid: \$ _____

Name: _____

Address: _____

City, State: _____ Zip: _____

Phone Number: _____

Kitchen Rules

No one is to take any town property from the kitchen without permission.

If kitchen is used, you must bring your own dish towels, garbage bags, coffee, sugar, and coffee mate and any other kitchen supplies you need. You must take your garbage with you!

The kitchen must be left clean and items put away where they belong.

Hall Rental Rules

Rental: 50% down at the time of booking—Balance due ten (10) days before the event.

NO Decorations will be allowed from the ceiling, decorations only from existing hooks.

NO Thumb tacks or staples may be used.

At no time will any exit door be blocked.

NO Sitting or standing on tables.

No Beer will be taped after 12:00 midnight.

The band must quit playing by 12:00 midnight.

Premises will be vacated by 1:00 A.M. of all people and personal belongings.

NO Town property may be used to take left over food home!

An additional fee will be charged if the hall must be opened the following day.

All decorations will be removed before being vacated at 1:00 A.M.

When beer is going to be sold, you must apply for a beer license at the time you apply for the hall. A licensed operator must be on the premise when dispensing alcoholic beverages.

Any damaged and missing and/or broken items must be paid for by applicant.

Hall capacity is 220 persons.

MUNICIPAL HALL- COMMERCIAL BUSINESS MEETING

DAYTIME - \$10.00 PER HOUR FOR 1ST 4 HOURS - \$7.50 PER HOUR THEREAFTER

NIGHTTIME - \$50.00 FOR 1ST 4 HOURS - \$10.00 PER HOUR THEREAFTER

MUNICIPAL HALL- RENTALS (WEDDINGS, ETC)

HALL \$150.00

KITCHEN \$10.00 PER HOUR WHILE KITCHEN IS BEING USED

DEPOSIT- \$100.00 REFUNDABLE IF NO MAJOR DAMAGE IS DONE

CUSTODIAN- \$35.00 TO ASSIST THE RENTAL PARTY IN ANY MAINTENANCE PROBLEM
BETWEEN THE HOURS OF 8 PM TO 1 AM, ANY ADDITIONAL HOURS WILL
BE CHARGES AT \$5.00 PER HOUR.

PROPERTY OWNERS IN THE TOWN OF BIG FLATS

HALL RENTAL - \$75.00

DEPOSIT - \$50.00

NO CHARGE FOR FUNERAL LUNCHEONS
NO CHARGE FOR NON-PROFIT ORGANIZATIONS

A CHARGE WILL BE ASSESSED IF CLEAN UP IS NOT SATISFACTORY WHEN INSPECTED BY A TOWN OFFICIAL FOR
USING THE MUNICIPAL BUILDING.

BY ORDER OF THE TOWN BOARD OF BIG FLATS