

# Town of Big Flats Municipal Hall

Rental Date: \_\_\_\_\_ Time: From \_\_\_\_\_ To: \_\_\_\_\_

## Hall Rental

Amount Due

Hall: \$ \_\_\_\_\_

Kitchen: \$ \_\_\_\_\_

Deposit: \$ 50.00

A deposit is required for all rentals. Please issue a separate check. It will be returned or destroyed after inspection of hall.

Total Due: \$ \_\_\_\_\_

Name: .....

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Kitchen Rules

No one is to take any town property from the kitchen.

If the 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.

Any items removed from the hall must be returned or a charge for the value will be issued.

## 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** tacks or staples may be used. At no time will any exit door be blocked.

**No** confetti of any kind.

**No** Sitting or standing on tables.

**No** Beer will be tapped after 12:00 midnight.

The band must quit playing by 12:00 midnight.

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

**No** Town property may be used to take leftover 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 the applicant.

**Hall capacity is 220 persons.**

# MUNICIPAL HALL

## COMMERCIAL BUSINESS MEETING:

**DAYTIME (Hall only):** (7:00 AM to 4:00 PM) \$10.00 PER HOUR.

**NIGHTTIME (Hall only):** (4:00 PM to 10:00 PM) \$50.00 PER HOUR.

## RENTALS (WEDDINGS, PARTIES ... ETC)

HALL with kitchen: **\$200.00**

KITCHEN ONLY: **\$10.00** PER HOUR

DEPOSIT: \$100.00 (REFUNDABLE IF NO DAMAGE IS DONE). Please make a separate check for a deposit. Due with total payment.

## PROPERTY OWNERS IN THE TOWN OF BIG FLATS

HALL RENTAL: **\$125.00**, PLUS A **REQUIRED** DEPOSIT OF **\$50.00**. Please make a separate check for a deposit. Due with total payment.

**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

11 /11 /2024