

# Town of Big Flats Municipal Hall Rental

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

**Property owners of Big Flats: \$135.00 + 50.00 + 10.18 tax= \$195.18. Total due at time of renting.**

**Non-residents: \$210.00+50.00+14.30 tax= \$274.30. Total due at time of renting.**

Rental Cost \$ \_\_\_\_\_

**Funerals & Non-Profits: No charge**

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

**To use the kitchen ONLY: \$10.00 per hour charged by 1 hour at a time. PLUS 5.5% tax**

Deposit: \_\_\_\_\_ **\$50.00**

5.5% Tax: \_\_\_\_\_

Total due: \$ \_\_\_\_\_ Payment: Check # \_\_\_\_\_ Date: \_\_\_\_\_ Received by: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

## **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. Plus 5.5% tax**

**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.

The kitchen must be left clean.

No Town property may be used to take leftover food home.

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

**You must take your garbage with you**

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

### **Hall Rental Rules**

**NO** decoration will be allowed from the ceiling, decorations only from existing hooks. Nothing is to be taped on the walls.

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

**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.

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 temporary license at the time you apply for the hall. A license operator must be on the premises when dispensing alcoholic beverages.

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

Please put the tables and chairs back the way you find them. The picture is by the front door. Please sweep the floors, if needed.

**The Town of Big Flats is not liable if anyone who is serving alcohol while renting or using the town hall, or those drinking any alcohol while at the town hall.**

**Hall capacity is 220 people.**

BY ORDER OF THE TOWN BOARD OF BIG FLATS

7/21/2025