

Town of Big Flats

If you are using the hall, please ...

1. Put the chairs and tables back the way you find them.
2. Please sweep the floors.
3. Please take your garbage with you.

Hall Rental Rules

- **No** decorations will be allowed from the ceiling, decorations only from existing hooks.
- **No** tracks or staples may be used. At no time will any exit door be blocked or propped open.
- **No** confetti of any kind.
- **No** Sitting or standing on tables.
- **No** Town property may be used to take leftover food home
- The band/music 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
- Any damaged and missing and/or broken items must be paid for by the applicant.
- The kitchen must be clean.
- Nothing is to be taken from the kitchen.
- Tables and chairs must be set up as they were, or your deposit will not be returned. Please see the picture on the entrance door.

Any issues please contact the town clerk: 715-459-8685

Thank you, Terri L. Horacek, Town Clerk