

HALL RENTAL GUIDELINES

PLEASE LEAVE THE HALL AS YOU FIND IT

1. You are responsible for setting up and taking down tables and chairs.
2. Chairs must be stacked 8 chairs high.
3. You must leave out designated tables against the walls (see diagram).
4. Tables must be cleaned off and heavy spills wiped up.
5. Dishes and utensils to be washed and placed in designated cupboards.
6. All coffee urns used must be emptied and washed out.
7. Place garbage in the red bin outside. New garbage bags are in a drawer by the back door.
8. Remove all decorations such as string, balloons, tape, sticky tack, streamers etc. **NO HELIUM BALLOONS AS THEY CATCH IN THE FANS. ALSO NO TAPE OR NAILS ALLOWED ON WALLS.**
NO DECORATIONS IN THE HALLWAY
9. Dry mop all floors after the function.
10. Clean out the bar completely and remove bottles the same night.

12. Clean up after the function must be done the same day or night, unless you have booked for the next day or made arrangements with the caretaker for your clean up at a different time. PLEASE NOTE ALL FUNCTIONS MUST BE FINISHED BY 2:30 A.M.

13. The sound system is locked. A key can be obtained for a \$100 deposit.

14. We do not leave a mop out, please WIPE up any wet spills immediately with paper towel. The renter will be charged for any damaged or missing items.

Thank You



Renter

Date

Town Rep.