

SARATOGA TOWN HALL
RULES, REGULATION AND RENTAL AGREEMENT

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| WEDDING RENTAL FEE: Town residents | \$550.00 |
| Non-residents | \$600.00 |

THIS FEE INCLUDES A SECURITY DEPOSIT OF \$200, WHICH IS RETURNED TO THE RENTER IF EVERYTHING IS OK AFTER RENTAL. THIS WILL NOT BE RETURNED UNTIL THE MONTH FOLLOWING THE RENTAL.

THE SECURITY DEPOSIT OF \$200 IS DUE WITH THE RETURN OF THE RENTAL AGREEMENT. THE FINAL PAYMENT IS DUE WITHIN A MONTH OF THE RENTAL. IF THE DEPOSIT IS NOT RECEIVED WITHIN TWO WEEKS OF RECEIVING THE CONTRACT THE DATE WILL NOT BE HELD.

IF CANCELLATION IS NECESSARY, AND THE TOWN IS NOTIFIED AT LEAST SIX MONTHS PRIOR TO THE RENTAL DATE, \$50 WILL BE RETAINED BY THE TOWN AND THE REST WILL BE REFUNDED. AFTER THIS DATE, THE SECURITY DEPOSIT OF \$200 WILL BE RETAINED BY THE TOWN.

THE RENTER WILL BE FURNISHED A KEY TO THE HALL. CALL 325-5204 TO MAKE ARRANGEMENTS TO PICK UP THE KEY. THE RENTER IS RESPONSIBLE FOR EVERYTHING IN THE HALL DURING THE TIME THAT THEY HAVE THE KEY. THE RENTER WILL BE RESPONSIBLE FOR ANY LONG DISTANCE CALLS MADE FROM THE PHONE IN THE TOWN HALL KITCHEN. THIS CHARGE WILL BE DEDUCTED FROM THE RETAINER FEE IF IT IS NOT PAID BY THE PERSON MAKING THE CALL. PLEASE LEAVE THE KEY WITH THE HALL ATTENDANT, OR PUT IN THE DROP BOX OUTSIDE THE OFFICE DOOR. ANY KNOWN DAMAGE SHOULD BE REPORTED TO THE HALL ATTENDANT.

A WALK-IN COOLER, BEER TAP, AND GAS ARE FURNISHED BY THE TOWN. THE LIGHT ABOVE THE BAR WILL REMAIN LIT DURING THE RENTAL. A PERSON OF LEGAL AGE MUST TEND BAR.

THE CATERER SHALL BE A RESPONSIBLE PERSON, SEEING THAT PROPER CARE IS GIVEN TO THE KITCHEN AND IS RESPONSIBLE FOR FULL CLEAN-UP AFTER USE.

RECYCLING WILL BE THE RESPONSIBILITY OF THE RENTERS, AND DONE BY THEM OR THE KITCHEN HELP. CONTAINERS WILL BE FURNISHED BY THE TOWN AND MARKED FOR SEPARATE RECYCLABLES.

RENTERS ARE RESPONSIBLE FOR SUPPLYING FOOD, BEVERAGES, DECORATIONS, AND PAPER FOR TABLES. TOWELS ARE TO BE SUPPLIED BY THE RENTER OR THE CATERER.

TABLES MUST BE COVERED.

SET UP AND TAKE DOWN OF TABLES AND CHAIRS IS DONE BY THE

RENTERS. ALL TABLES MUST BE WASHED OFF AND CLEAN BEFORE PUTTING THEM AWAY. PLEASE KEEP THE TABLES AWAY FROM THE WALLS SO THEY DON'T, SCRATCH THE PAINT.

EXTRA EQUIPMENT---CHAIRS, DISHES ETC., IF NEEDED ARE TO BE SUPPLIED BY THE RENTER.

HELIUM BALLOONS MAY NOT BE USED IN THE HALL
DECORATIONS MAY NOT BE GLUED OR TAPED OR TACKED TO THE WALLS, THEY **MAY ONLY BE TIED TO THE HOOKS ON THE WALLS**

DO NOT ATTACH ANTHING TO THE CEILING.

UNAUTHORIZED PERSONS ARE NOT ALLOWED ON THE STAGE. RUNNING IS NOT ALLOWED IN THE BUILDING.

RENTERS ARE RESPONSIBLE FOR KEEPING GUESTS AWAY FROM TOWN EQUIPMENT AND SUPPLIES, INCLUDING FUEL PUMPS AND GRAVEL PILES.

THE TOWN CUSTODIAN WILL BE IN ATTENDANCE AT ALL HALL FUNCTIONS, TO ASSIST RENTERS WHEN POSSIBLE, TO MAINTAIN ORDER, AND TO LOOK AFTER THE INTERESTS OF THE TOWN.

CLOSING TIME IS 12 MIDNIGHT. ALL MUSIC AND SERVING OF DRINKS WILL STOP AT THIS TIME, AND THE HALL WILL BE CLEARED AS QUICKLY AS POSSIBLE.

GROUNDS SHALL BE POLICED FOR PAPER, REFUSE AND DAMAGE BY 1:00 P.M. THE DAY FOLLOWING THE RENTAL.

FLOORS MUST BE SWEEPED AND GARBAGE PLACED OUTSIDE THE BUILDING IN RECEPTACLES THAT ARE PROVIDED. IN GENERAL THE HALL AND THE PARKING LOT SHOULD BE LEFT IN THE CONDITION THEY ARE FOUND.

CLEAN-UP MUST BE DONE BEFORE 1:00 P.M. THE DAY AFTER RENTAL. ANY EXTRA CLEANING/RESTOCKING THAT HAS TO BE DONE BY THE CUSTODIAN AFTER THE RENTAL WILL BE TAKEN OUT OF THE RENTER'S DEPOSIT.

THE RENTER ASSUMES FULL RESPONSIBILITY FOR PERSONAL LIABILITIES.

RENTERS NOT FOLLOWING THE HALL RULES MAY RISK THE LOSS OF ALL OR PART OF THEIR SECURITY DEPOSIT.

CUSTODIAN-----EUGENE GREENO, 325-5373
CUSTODIAN-----JERRY TOSCH, 325-5223
CUSTODIAN-----JOHN SAVAGE, 325-5795

