

TOWN HALL RENTAL POLICIES

Leave the kitchen as you found it.

Wipe off all tables and chairs. Turn the chairs upside down on the tables.

All trash should be in the receptacles. Recyclable cans should be separated. There is an extra receptacle liner in the bottom of each trash can if you should need it.

Our janitor will carry out the trash, clean the bathrooms, and do the vacuuming.

You may arrange the hall and decorate as you choose. Do not use *scotch tape* or *thumbtacks* on the walls. Do NOT use confetti.

Beer, pop, and wine coolers are allowed. ***NO HARD ALCOHOL.***

You must use the counter for serving food. On the upper level all beer/pop should be served in the vestibule or outside the south door.

NO SMOKING in the building. Butt receptacles are located outside each entrance door. Please use these receptacles to avoid excessive cleanup costs.

There is one 100-cup coffee pot on the upper level and another one on the lower level, which you are welcome to use; however, you will need to bring your own coffee grounds. (One cup of grounds makes 20 cups of coffee.)

All serving utensils must be brought in, i.e., serving spoons, bowls, plates, forks, etc.

We have dish soap on site; however, you will need to bring rags and towels to clean up.

You can use table covers if you like. It makes cleanup easier if used on the food tables.

The door will be unlocked at the time you request. We do not give out keys.

A \$200.00 security deposit is required to hold your date for you.

Rentals are all a three-hour minimum. Rental rates are \$25.00 per hour for residents of the Town and \$40 per hour for non-residents upstairs or \$20.00 per hour for residents of the Town and \$30.00 per hour for non-residents downstairs. Rent of the entire building for all day is \$300.00. Please write out TWO checks; one for the security deposit and one for the rental. If there is no damage to the property, your security deposit is returned after your function. Your rental check is not deposited until *after* your event. Make checks payable to: ***THE TOWN OF CROSS PLAINS.***

Any cleanup on the part of our janitors over two hours will be deducted from your security deposit at the rate of \$20.00 per hour.