



Banquet Room/Kitchen Rental Policy

\$150 rental fee PLUS \$200 damage deposit

- \$25 CASH deposit is due at the time of application to secure the date for the event.
- \$125 balance is due in cash AND a \$200 check is due 2 weeks before the event.
- In the event of a cancellation, this deposit will NOT be refunded unless we are notified at least 30 days in advance of the event date.

- All tables and chairs must be cleaned and returned to their previous positions, if moved. Please DO NOT DRAG across the floor.
- If the kitchen is used, it must be cleaned. Sinks, counters, stove and microwave need to be wiped down and the floor swept.
- Any food items brought in for the event CANNOT be left in the refrigerator.
- All dishes need to be put away. If the dish washer is used, it must be emptied.
- The bathrooms are to be left clean. The toilets are to be flushed and the sinks wiped down.
- Banquet room floor must be swept.
- All trash is to be bagged and securely tied. Make sure none of the bags are leaking.
- Cleaning supplies can be found under the kitchen sink.
- Applicant must be present at the event.
- If alcohol is going to be served, permission must be granted on the application.

- The banquet room, kitchen, and bathrooms should be left as clean as you found them. If you do not find it in satisfactory condition, PLEASE report it to the Village Office immediately at 585-289-6104 or 585-802-5167.

- If there is no damage and you have cleaned up after your event, the damage deposit will be returned within 2 weeks.