Village Hall Rental Schedule and Summary of Regulations

Rental Times	Weekday	Weekend
Monday to Thursday	8am to 10:30pm	
Friday	8am to 4pm	4pm to 11:30pm
Saturday		8am to 11:30pm
Sunday		8am to 10:30pm

Fees Per Room	7 Hour Time Block	7 Hour Time Block
Reservation Fee	$50	$50
Cleaning Fee	$75	$75
Security Deposit	$500	$750
Rental Fee Children<12 All Others	 $75 $250	 $125 $350
The South Wing Room w/another room Children<12 No reservation fee/$500 security deposit plus cleaning fee	$100 $50	$100 $50

Room and Set Up Style	Maximum Number of People Allowed
Humphrey Hall/Lambert Room (Banquet)	50
Humphrey Hall/Lambert Room (Theater)	80
Humphrey Hall/Lambert Room (Buffet)	80
The South Wing Room (Any Style)	20
Humphrey Hall (Cocktail Style)	125
Lambert Room (Cocktail Style)	125

1. The host must be a Village resident and at least twenty-one (21) years of age.

2. The reservation fee is applied to rental fees for all hosted events and must be received when the application is made. The reservation fee will not be refunded if the event is cancelled 30 days or less from the scheduled event date.

3. Rental fees are for a 7 hour block of time, however, rooms may be rented for up to 2 consecutive 6-hour periods. The time will be noted on the sign in/sign out sheet. Time needed beyond the scheduled block(s) of time for pre-or post-event set up and take down will be deducted from the security deposit as overtime at a $45.00 an hour rate.

4. The security and rental fees must be received by the Village staff **no less than 15 days before the scheduled event** and will be deposited immediately. Liability for damages is not limited to the security deposit.

5. A $200 a day storage fee will be deducted from the Security Deposit for items not removed during the scheduled period unless prior arrangements have been made with the Village staff.

6. The registered host must sign in **before** set up begins and sign out with a staff person **after** the event.

7. When required by the regulations, the host must sign the non-alcoholic pledge and distribute the Guidelines for Chaperones. Alcohol may not be consumed outside the building during an event.

8. The Village will not be responsible for any injury occurring before, during, or following an event at the Hall. The host will be required to sign a waiver releasing the Village from liability.

9. If a caterer is to be used for an event, they must accompany the host during the required walk through with a staff member and will be given a copy of the Caterer Guidelines.

10. All equipment used by Caterers, Bands, DJ's, etc. must be approved by the Village Manager no less than two weeks prior to the scheduled event.

11. Smoking is not allowed inside the building; it is allowed outside, but smokers must use the ash can for cigarette disposal.

12. The host is responsible for observing the guidelines for sound levels. To reduce the impact of sound, doors and windows must remain closed when music or DJ's are used at an event. A quiet entry and exit by the guests is required. All Bands/DJ's must be located in Lambert Room.

13. The Village reserves the right to require a monitor present at an event.

14. The host must arrange for valet parking if the event will have 100 or more guests in attendance.

15. Public access to the Communication Center and staff offices must be maintained.

16. The sale of food and beverages are strictly prohibited.

17. Decorations may be attached with masking tape **only** and must not be attached to the wall sconces or other light fixtures. No other means of fastening is allowed i.e.; hooks, regular tape, nails, etc.

18. The use of all candles, including votive candles is strictly prohibited. Candle substitutes like smartlytes are acceptable.