

Village Hall Rental Schedule

Rental Times	Weekday	Weekend
Monday to Thursday	8:00am to 10:30pm	
Friday	8:00am to 4:00pm	4:00pm to 11:30pm
Saturday		8:00am to 11:30pm
Sunday		8:00am to 10:30pm

Maximum Number of People Allowed Per Room/Hall

Style	Humphrey Hall	Lambert Room	Tuohey Room
Banquet	50	50	20
Theater	80	80	20
Buffet	80	80	20
Cocktail	125	125	20

FEES*	Humphrey Hall		Lambert Room		Tuohey Room	
	Weekday	Weekend	Weekday	Weekend	Weekday	Weekend
Rental Deposit**	\$50	\$50	\$50	\$50	\$0	\$0
Security Deposit	\$500	\$750	\$500	\$750	\$500	\$500
Rental Fee-Adults***	\$325	\$425	\$325	\$425	\$175	\$175
Rental Fee-Children***	\$150	\$200	\$150	\$200	\$125	\$125

When Applicable

Daily Storage Fee	\$200
Monitor Fee	\$200
Extra per hour fee****	\$45

**Reservations must be paid in full within two (2) weeks of the event. These fees are for one 7 hour block.*

***Rental Deposit is applied towards the Room Rental Fee.*

****Adults are any persons 13 years old and over; Children are any persons 12 years old and under.*

*****Extra per hour fee is for set up and take down only.*

PLEASE NOTE:

- The Rental Deposit must accompany the Rental Application to secure the scheduled date.
- The Rental Deposit is non-refundable if the event is canceled 30 days or less from the scheduled event date.
- Rooms/Halls may be rented for up to 2 consecutive 7-hour blocks.
- The registered host must check in (with Village staff) before the set-up begins **and** sign out after the take down is complete to ensure security deposit is refunded properly.
- Time needed pre or post event for set-up and/or take down will be charged \$45 per hour and must be scheduled in advance with the Village staff, or else it will be deducted from the security deposit.
- A \$200/day storage fee will be deducted from the security deposit for items not removed by 10:00 a.m. the day following the event.

Host Initials _____
Updated: 3/1/2018