

CIVIC CENTER CONTRACT

The following is a list of fees for renting the hall:

Front Area Only (first two rooms).....	\$30.00
Ballroom Only (for successive events only).....	\$50.00
Entire Civic Center.....	\$162.00
Refundable Cleaning Deposit.....	\$150.00 (required for every rental)

Rules for renting the Hall:

1. No alcoholic beverages allowed to be sold on premises without prior approval of the Town Council pursuant to the Town's Special Events Policy.
2. No alcoholic beverages served to anyone under 21 years of age.
3. Parties serving alcoholic beverages must obtain short-term liability insurance for the event.
(a copy must be provided to the Town Clerk when you pay the rent)
4. Parties renting the hall and serving alcoholic beverages are responsible for hiring and paying a security officer(s) to patrol the liquor area. Arrangements should be made through the Bridger Chief of Police.
5. NO smoking allowed on the premises.
6. NO decorating on any walls or ceiling. May decorate bandstand and tables.
7. Report any breakdowns of equipment to Town Hall.
8. Hall must be cleaned within 48 hours after function unless otherwise permitted by the Town Council.
9. Separate checks will be needed for cleaning deposit and rent.
10. The hall will be checked before cleaning deposit is returned.
11. The Town Clerk must be notified by renter if party doesn't want to do their own cleaning.
12. All personal or rented property must be removed from the building at clean-up time.
13. Renters supply their own cleaning supplies and kitchen supplies.
(Garbage sacks, mops, brooms, mop buckets are available in first door to the left after entering)
14. The Town will maintain a list of table and chairs available for use. All tables and chairs must be present after rental to ensure deposit is refunded.

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Helpful Information

- Ballroom lights are the two round knobs in the kitchen on the North Wall by the short bar.
- Ballroom heaters need to be turned on/off at the breaker box only! The box is located on the north wall in the second room, Breakers #20 & #22.
- The thermostats for the back heaters are behind the ballroom door. Use them only to control the temperature.
- Return the heater in the middle room to 55° when event is complete.
- Water heater is on vacation mode. If you turn it up, please remember to turn it back down.

These items must be completed and checked by the Town before the cleaning deposit will be returned!

1. Sweep and **damp** mop ALL floors _____
2. Clean the bathrooms. (Sink, Toilet, etc.) _____
3. Clean kitchen area. (Sinks, counter, bar counter, etc.) _____
4. Wash all the tables and chairs that were used. _____
5. Unplug and clean refrigerators. (Be sure to prop doors open) _____
6. Clean the stove _____
7. Empty and clean the trash cans (Garbage cart available in the alley, excess trash must be hauled away by renters) _____
8. Turn off air conditioners and heaters. (Turn heaters on/off with the breakers only!) _____
9. Turn off all lights _____
10. If there are any problems with the civic center please explain below: _____

The Civic Center has been restored to be used and enjoyed by the citizens in the valley. Let's all do our best to keep it that way! All above rules & regulations are subject to change by approval of the Town Council as the need arises.

Renter's Name: _____ Date Rented: _____

Renter's Address: _____ Phone #: _____

I _____ (please print) have read the above rules and having understood them, will comply with the rules.

SIGNATURE

DATE