

THURSTON TOWN HALL MEETING ROOM RENTAL RATES AND POLICY

(Rates effective January 1, 2016)

A. POLICIES

1. Fees may be waived by the Board if the proceeds from the event are for the benefit of a Town-sponsored function or service, however, a security deposit may be required.
2. Individuals or organizations holding events on Town Hall premises assume responsibility and liability for any and all claims arising as a result of that event and agree to hold the Town of Thurston harmless from any and all claims.
3. To reserve space, individuals or organizations may telephone the Town Clerk Office (607-527-4494) Wed or Thurs evenings 6:30-8:30 p.m. to check the availability of the date and time requested. The time frame must include set-up and clean-up. The slot is NOT reserved until payment is made.
4. Payment Terms: Payment by cash or personal check. Checks to be made out to Thurston Town Clerk.
5. Cancellation Policy: Groups must give the Town at least three (3) days' notice of cancellation, otherwise, rental fee will not be refunded.
6. Patrons must enter and exit through the Downstairs door.
7. Proof of non-profit status will be required to qualify for non-profit rate.
8. Meeting room must be returned to the way it was found prior to the event, and all garbage must be removed and taken care of off premises. Please check to make sure all lights are turned off, toilets are not running and the bathrooms are clean. Renters will be held liable for all damages. ABSOLUTLY NOTHING IS TO BE TAPED, TACKED ECT... TO THE WALLS OR CEILING OF THE ROOM!!! DO NOT LEAVE ANY FOOD OF ANY KIND BEHIND. ALL FOOD MUST BE TAKEN CARE OF AND REMOVED.
9. ONLY Residents of the Town of Thurston will be allowed to rent the Town Hall and proof of residency should be submitted along with application.
10. No alcohol, no drugs, no smoking and no items that could potentially set off smoke/fire alarms - fog machines
11. Any violation of the above regulations may result in that individual or organization not being allowed to use the Thurston Town Hall facilities in the future.

B. RENTAL RATES

Non-profit - \$0.00 All others: \$25.00/ event

Thurston Town Hall Rental Application

Name, Address, and Phone Number of Thurston Resident applying & agreeing with all above terms:

Signature: _____ (By signing this you understand and agree to all rental terms)

Date of Function/Event: _____ Time: _____

Use of Room _____

PAYMENT RECEIVED AND APPROVED BY: _____ DATE: _____

CASH: or CHECK # _____ \$25.00: or FREE: Copy GIVEN: _____