

Harrietta Village Hall Rental Information

RENTAL RATES

- a. \$50.00 for Lower Floor with use of the kitchen.
- b. \$50.00 for Upper Floor with stage.
- c. \$75.00 for both Upper and Lower Floors.
- d. Security Deposit of \$100.00 due at time of request to hold reservation.

Rates are on a per day basis. Rental = 8 hours (maximum), one-day access only.

Copy of liability insurance coverage required for all rentals.

Door code will be provided on the first day of usage.

RENTAL FEE DUE 1 WEEK PRIOR TO EVENT.



WEEKEND RENTAL

Setup as early as 5PM on Friday, full day usage on Saturday, and cleanup on Sunday by 1PM.

Security Deposit (\$100.00) will not be refunded if post inspection of the Hall finds any damage, theft, or incomplete cleaning (as outlined below). Refunds will be mailed within 30 days of rental date.

HALL RULES

1. NO SMOKING OR VAPING!
2. No dogs in the Hall.
3. No alcohol without having proof of special event insurance.
4. Chairs can be moved upstairs or downstairs, but they MUST be replaced to their proper locations: orange chairs belong downstairs, brown and tan chairs belong upstairs.
5. DO NOT remove tables from their respective floors.
6. Turn down thermostats before leaving.
7. Respect for the neighbors must be shown at all times:
Music must end at 12AM (midnight). Village Quiet Hours are 9PM-7AM.

CLEANING GUIDE

Cleaning supplies are located under sinks. Broom, dust mop, wet mop and bucket are in the store room to right of kitchen.

- All trash must be disposed of and garbage removed from Hall. Please furnish garage bags.
- Sweep and mop all floors. Wipe down all tables and counters. Clean bathrooms.
- Clean and rinse all mops. Please DO NOT put mops in sinks.
- DO NOT flush pads, tampons, and disposable diapers. Please use receptacles for these items.

REMEMBER

You are responsible for any damage to the Hall

****NOTE:** Prices subject to change.