

## ***TOWN HALL RENTAL GUIDELINES***

- *The renter is liable for any damages that may arise as a result of the event.*
  - *Building and grounds must be cleaned within 24 hours after the event.*
  - *If the building and grounds are not cleaned, the town will hire a professional company at your cost.*
  - *All garbage must be bagged and put in the dumpster by the garage.*
  - *Any damaged tables or chairs will be replaced by the Town at your expense.*
  - *The telephone is at the Town Hall for emergency purposes. Renter is liable for any long distance phone calls made on the day of rental.*
  - *Renter is liable for any damage done to the telephone.*
  - *Kitchen must be cleaned and returned to the original state. No kitchen items are to be removed from the kitchen area.*
  - *Event must end at tavern hours.*
  - *When decorating, tape is recommended. Please do not use staples or tacks. Remove all tape from walls and ceiling.*
  - *At the end of the day, it is your responsibility to secure the building. Close all windows, shut off lights and lock all doors.*
  - *At the end of the event, tables and chairs must be replaced in the manner in which they were set up when you arrived.*
- The Town of Bayview rents out the Hall to you at a very responsible price. All that is asked of you in return is to respect the Hall like it is your home. Being responsible will allow you and others to use the hall for future events. Please call prior to the event to pick up the Town Hall key. If you have any questions, please call the Town Clerk, Wanda Hyde at 373-2088.*

*Town of Bayview*