



Town Grove



RATES FOR THE USE OF THE SENIOR COMMUNITY BUILDING

Deposit Fee: Depends on group size.

1-100 people = \$300, 101-175 = \$350 over 176 people = \$400

Non-Profit Organization Fee: \$150.00

(Deposit check is separate check from rental check)

Deposit fee will be returned fully if building and grounds are in the condition that they were prior to your event. Deposit will be forfeited after the event if rules and regulations are not followed or damages occur. If any damage exceeds your deposit, you will be responsible for all additional costs. This will be determined by the Grove Manager after inspection of the building condition.

Hourly rate: \$100.00 for the first two hours \$50.00 per hour for any additional hours

Weddings: \$1000.00 building is available from Friday at 12:00pm until 4:00 on Sunday

Lost key: there will be a fee of \$50.00 dollars for all lost keys

If any group would like a cleaning crew to clean after their gathering, the cost is 1-100 people = \$200, 101-175 people = \$250 and 176-higher = \$300 this does not include any food clean up.

Rental equipment (chairs, tables, linens. Etc): The pick up of rental equipment should be in a timely fashion after your event.

All checks payable to the Town of Salisbury

RULES FOR THE USE OF THE SENIOR COMMUNITY BUILDING

- This is a non-smoking facility (Building & Grounds)
- Nothing on walls (No tacks, nails, tape, or adhesives of any kind)
- Building capacity (per fire marshal) 124 people with tables and chairs, 265 people without tables and chairs.
- Stack all tables and chairs neatly on racks.
- Sweep and mop floors, clean kitchen (stove, sinks, counters). All cleaning supplies in storage room. Place garbage in dumpster (located in the main parking lot). Please recycle all cans, bottle etc.
- Lock all doors and windows.
- Turn off lights (interior and exterior).
- Use of fireplace requires you to provide all wood (open both dampers before starting fire).
- Every required exit, exit access or exit discharge shall be continuously maintained free of all obstructions or impediments to full instant use in the case of a fire or other emergency. NOTE: Every attempt should be made to arrange furniture so as to NOT BLOCK EXITS.
- If Alcohol is going to be served, an insurance policy with limits of one million dollars must be obtained through your homeowner's policy, or an individual event policy must be on file at the Town Grove prior to your function.
- No long distance telephone calls (dial "9" to get outside line)
- Public Wi-Fi (pswd: livelysocks257)
- THE GRILL, DISHWASHER AND COFFEE POT ARE NOT INCLUDED IN BUILDING RENTAL. (SENIOR PROGRAM ONLY)
- Lost keys are a \$50.00 charge
- PLEASE follow all rules to avoid additional costs to rental fee

I, _____, fully understand that when renting the Town Grove Senior Center building that I am responsible for making sure that all rules regarding the building are followed, and that I am held financially responsible if any damages occur during my rental.

Signature

Date

Town Grove Manager

Date

**TOWN GROVE SENIOR COMMUNITY BUILDING
RENTERS SUPPLIES**

1. **TABLES** - 12 Eight-foot Long (96 inches) Tables
2. **CHAIRS** - 60 Folding Padded Chairs
3. **STOVE**- 6 Burner, over holds commercial size pans
4. **REFRIGERATOR/FREEZER**- Half of each commercial size
5. **FIREPLACE** - You must provide wood

CLEANING SERVICE

The Town Grove offers a cleaning service, to clean after your event.

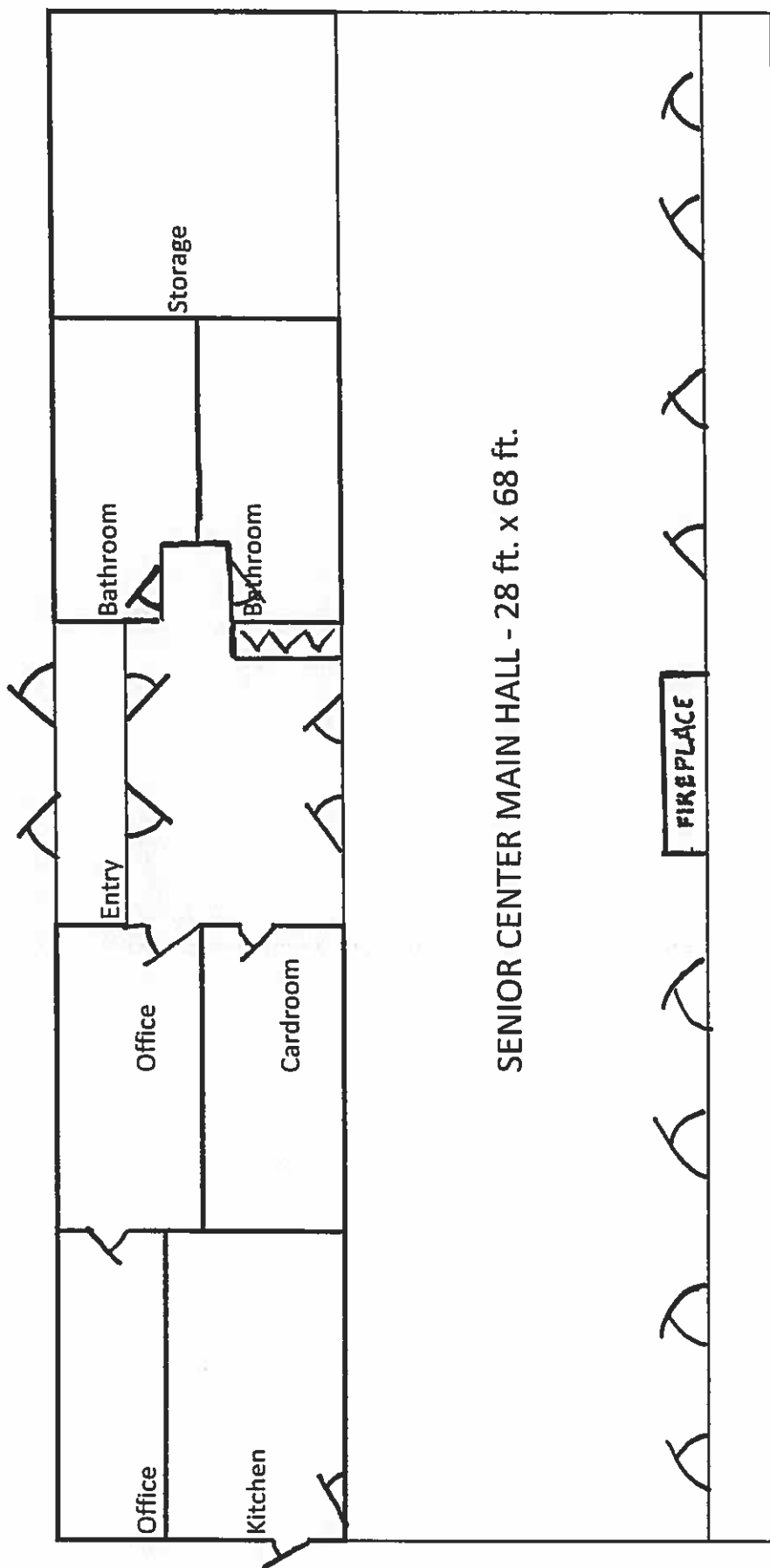
The cost will vary depending on the size of your group. The cleaning crew will do the following:

1. Stack all tables and chairs on racks
2. Dispose of trash and recyclables
3. Sweep and mop floors
4. Wipe down kitchen
5. Clean bathrooms
6. Wash windows
7. Clean out fireplace

The cleaning service will not do is any food related cleanup. You or your caterers must take care of all food.

The cost for cleaning is as follows: 1-100 people is \$200, 101-175 people is \$250, 176+ is \$300.

Any additional work the cleaning crew has to do (not listed above) is an extra charge. Example - cleaning chairs, putting in bags, breaking down outside setups, etc.



↓
Lakeside

Form Sequence # _____ Phone # _____