

RECEPTION HALL
RENTAL FEE SCHEDULE
CITY OF WHITE

The reception hall is available for your event, i.e. (Wedding/Baby showers, Birthday parties, Reunions, Receptions, etc.):

****Deposit is due within 3 days of reservation request and rental fees are due the week prior to the event****

INCLUDED WITH THE RENTAL OF CITY HALL ROOM:

Full Kitchen, Trash service, Bathroom facilities, Tables and Chairs. Seating for 35-40.

You must contain your event to the reception hall. Table and chair set up is not allowed in the hallway as that is a Fire Hazard.

RULES:

1. Facility must be clean and undamaged before deposit is refunded.
2. Trash bags will be provided and must be used in all inside trash containers. All bags of trash should be placed in large trash containers in the rear of the City Hall building Only.
3. Children must be kept under control and supervised at all times, no running and playing inside the building (a children's park is located on property for this).
4. NO ALCOHOLIC BEVERAGES or Illegal Substances.
5. Building is to be closed by 9:00 p.m.
6. No loud music that disturbs the peace of the community.
7. Rental to a responsible adult over the age of 21.
8. Restricted only to are of building being rented.
9. The City of White reserves the right to deny rental of property.
10. Building will be open 30 minutes prior to the designated time to allow for set up.
11. Rent is non-refundable if event is cancelled.
12. **No decorations are to be placed on the walls or ceiling. Only on the wood around the doors of the Reception Hall.**

No Rentals on any City holiday

AGREEMENT:

I _____ agree to the above terms.
(Print name)

On _____ From _____ to _____.
(Date) (Time) (Time)

(Signature) (Phone number)