

SHOREHAM VILLAGE HALL
CATERING FACILITY REGULATIONS
AND RATE SCHEDULE

Effective **12/12/06**

FACILITY AVAILABILITY:

- I.** The facility is available for rental by Village of Shoreham Residents, 365 days a year.
- II.** The facility is NOT GENERALLY available for rental for SPONSORED or BUSINESS parties during the months of July and August. Upon request the Board of Trustees may waive this provision.
- III.** During the months of July and August, ALL Upper Level rentals must begin at or after 5PM.

RENTAL ELIGIBILITY:

- I.** A. Resident (over 21) Event
 B. Resident (over 21) Sponsored Event
- II.** Non-profit organization of which resident is a member and will be in attendance.
- III.** Non-profit organization composed of Village Residents.
- IV.** Business Firm of which resident is a member or principle and will be in attendance. Parties will be limited to social functions only, and MAY NOT be for business fund- raising purposes.

HOURS: Rentals are for any consecutive (7) seven-hour period. Rentals are defined as a (5) five-hour party preceded by (2) hours for set-up.

ANY AND ALL RENTAL APPROVALS AND FEES ARE AT THE DISCRETION OF THE VILLAGE BOARD OF TRUSTEES. APPLICATIONS WITH DEPOSITS WILL BE PRESENTED AND MUST BE APPROVED AT A PUBLIC MEETING OF THE BOARD! APPROVAL MEETINGS ARE HELD THE SECOND TUESDAY OF EACH MONTH.

RATES:

Mon. to Fri.	Weekend
(Call Village Clerk-Limited Usage)	(Sat., Sun. & Hol.)

UPPER LEVEL:

I. A. Resident:	\$600.00	\$1200.00
(Restricted Attendance & Usage Mon-Fri.)		
B. Resident or Class I, II or III		
3-6 Rentals	\$500.00	N/A
7 or More	\$450.00	N/A
II. Non-Resident	\$1200.00	\$3,300.00
(Must be sponsored by a Village Resident)		
(Restricted Attendance & Usage Mon-Fri.)		
III. Meetings	\$300.00	Limited Availability
(No food, beverage or entertainment)		
IV. Approved Caterer Sponsorship		\$200.00 ADDITIONAL
(Dates restricted-Special Board Approval Required)		TO ABOVE RATE

LOWER LEVEL:

I. Village Residents	\$350.00	\$350.00
II. Sponsored Events	\$700.00	\$700.00

EXTRA CHARGES: MUST BE PAID (1) MONTH PRIOR TO EVENT

I. On-site Wedding Ceremony Fee	\$200.00 (RESIDENTS \$100)
II. Caterer extended set-up charge (Per hour, above initial 2 hours)	\$100.00 per hour
III. Extended Rental (Per hour, over 5 hour party time)	\$250.00 per hour
IV. Dish Rental (Non-Resident) (Includes dishes, flatware, barware, or any combination)	\$400.00
V. Outdoor Wedding Chairs	\$2.50 Per Chair
VI. Fireworks Display Surcharge (Fireworks by Grucci)	\$250.00 Village Fee

REQUIRED DOCUMENTATION: Renter and Caterer must submit proof of liability insurance. Caterer is required to carry a million dollar liability listing the Village as additionally insured and the renter must submit a copy of their homeowner/renters liability showing a minimum coverage of \$300,000. Caterer must have off-premises liquor license or special event permit. If renter is supplying liquor, receipts for purchase in renters name must be submitted in advance before liquor is allowed to be served.

DEPOSITS AND PAYMENT SCHEDULES: A deposit of \$500.00 for Upper level, \$100.00 for Lower Level, and \$200.00 per event (for multiple date rentals) is required at the time of application. This deposit is *NON-REFUNDABLE* if the event is canceled by the renter less than 180 days prior to the date reserved. If another party rebooks the date, then \$350.00(UPPER LEVEL) and \$100 (MULTIPLE) of the original deposit will be refunded. No refund will be given to the canceled lower level rental. The **BALANCE** of the rental payment is due **ONE MONTH** prior to the rental date. A **SECURITY DEPOSIT** in the amount of \$1000.00 for the upper level or \$250.00 for Lower Level is also required **AT THIS TIME**. Any breakage, damage or extra charges will be deducted from this deposit and the balance refunded. The renter assumes all liability for damages.

** Rates quoted above are effective for rental dates approved through the 2007 Calendar year.

*** Rental rates will be reviewed and established by the Village Board annually, at the September/October Meeting, for the following calendar year. Applications received for rentals in successive years may be subject to a rental rate increase of no more than 5% per year. Applications received at or after the September/ October meeting for that calendar year will be subject to the newly established rates.

ALL CHECKS SHOULD BE MADE PAYABLE TO:

**THE INCORPORATED VILLAGE OF SHOREHAM
P.O. BOX 389
SHOREHAM, N.Y. 11786**