

\$35 for 1/3 of the room per day + \$400 refundable security deposit
\$50 for 2/3 of the room per day + \$400 refundable security deposit
\$100 for the entire room per day + \$400 refundable security deposit

Please write two checks, one for room rental and one for the security deposit.

There are (18) 9-foot tables available for use and 112 stackable chairs. The setup of the room is your responsibility and is expected to be returned to its original position after your event. **(SEE DIAGRAM TAPED IN CUPBOARD NEAR SINK)** Failure to do so may result in the forfeiture of your security deposit.

You must call or email the City Hall by 5:00 p.m. the Friday prior to your event to set up times for the doors to be unlocked. If you fail to do so the doors will be locked and you will not be able to enter the building.

Cleaning supplies are in the janitorial room, (please use key provided) the building is expected to be returned to the condition you found it at the end of your rental. Trash must be placed in the dumpster outside on the north end of the building.

This building has been provided to the community tax free by proceeds from the sale of the City owned Nursing Home and also many generous donations; we expect you to respect the property and treat the building with care so many future generations may benefit from this building.

Also- please note that this building is under surveillance 24-hours a day by various cameras throughout the building.

No live bands, DJ's or excessively loud music is allowed. If you violate any of the restrictions you will forfeit your security deposit and could be charged for other damages.

Your Name/Organization

Phone Number

Date of Reservation

Function/Activity

Address

Questions/Problems please call:
Jeni Lopez 654-6354 OR on call phone 613-8008
OR Colby/Abby Police 223-2313

Will there be alcohol? YES or NO

ALCOHOL BEVERAGE LICENSE

_____ is hereby authorized to have alcohol in the City owned building and agree/acknowledge that there will be no illegal consumption of alcohol by minors.

Tami Seefluth, Deputy Clerk/Treasurer
Jennifer Lopez, City Clerk/Treasurer

Date