



VILLAGE OF SHORTSVILLE
POLICY FOR RENTING THE SHORTSVILLE BANQUET ROOM

FOR: VILLAGE HOMEOWNERS

Capacity: 99 People

The RENTAL FEE of \$125.00 per day/ will be as follows:

\$25 CASH DEPOSIT – due along with your Application:

Your deposit secures the date for your event. In the event of a cancellation, this deposit will **NOT** be refunded **unless you notify us at least 30 days in advance** that your event is cancelled.

\$100 CASH BALANCE – due 2 weeks before your event. For weekend events, please call the Village of Shortsville Clerks Office at 585-289-6104 before noon on Thursday to check and see if key pick up arrangements have been made.

The applicant must be present during the event.

The key has to be returned to the Village office on Monday.

A sheet of cleaning instructions is enclosed for you to use.

If alcohol is going to be served:

- 1.** Permission has to be granted on your application, otherwise no alcohol is allowed.

THIS IS FOR THE RENTAL OF THE BANQUET ROOM & KITCHEN.

PLEASE DON'T ALLOW YOUR GUESTS TO WANDER THROUGHOUT THE BUILDING.