

SHOREHAM VILLAGE HALL
LOWER LEVEL APPLICATION

DATE REQUESTED: First Choice: _____ Hours _____ to _____

TYPE OF EVENT: _____

NUMBER OF GUESTS: (Est.) _____
Maximum Occupancy - 75

PERCENTAGE OF VILLAGE RESIDENTS: _____

FOOD AND BEVERAGE TO BE SERVED _____

ENTERTAINMENT: _____

NAME OF CATERER: _____
ADDRESS: _____
(if known) _____

SHOREHAM RESIDENT REQUESTING RENTAL
(Sponsor)

NAME: _____
ADDRESS: _____
TELEPHONE: _____
CELLPHONE: _____

REQUESTING ON BEHALF OF ORGANIZATION OR INDIVIDUAL
(Renter)

NAME: _____
ADDRESS: _____
TELEPHONE: _____

NOTE: A non-refundable initial deposit in the amount of ONE HUNDRED DOLLARS (\$100.00) MUST accompany all applications. All rentals are subject to the APPROVAL OF THE BOARD OF TRUSTEES OF THE INCORPORATED VILLAGE OF SHOREHAM. Final payment is due one month prior to the rental. MAKE CHECK PAYABLE TO THE INC. VILLAGE OF SHOREHAM. MAIL TO P.O. BOX 389, SHOREHAM, N.Y. 11786

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RENTAL FEE: \$350.00 - Resident
\$700.00 - Non Resident (Time restrictions -6 weeks)

There is no dish rental available for the lower level.
*See Rate Schedule for additional details and other fee charges

RENTER AND CATERER MUST SUPPLY PROOF OF LIABILITY INSURANCE.

A \$250.00 SECURITY DEPOSIT IS REQUIRED AND MUST BE RECEIVED ONE MONTH PRIOR TO THE RENTAL.

RESIDENT SPONSOR MUST BE IN ATTENDANCE AT THE EVENT OR USER WILL FORFEIT THE SECURITY DEPOSIT.

LIQOUR RECIEPTS OR LIQOUR LICENCE OR PERMIT FROM BROOKHAVEN TOWN MUST BE SUBMITTED TWO(2) WEEKS BEFORE EVENT IF ALCOHOL IS TO BE SERVED.

RESIDENT APPLICANT/SPONSOR:

DATE: _____

SPONSORED RENTER/USER:

DATE: _____