

SHOREHAM VILLAGE HALL
UPPER LEVEL APPLICATION

DATE REQUESTED: Month: _____ Day: _____ Year: _____

TYPE OF EVENT: _____

NUMBER OF GUESTS: (Est.) _____
Maximum occupancy - 175

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 FIVE HUNDRED DOLLARS (\$500.00) MUST accompany all applications. In the case of multiple rentals, the deposit is \$200.00 per event. 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

UPPER LEVEL APPLICATION
PAGE 2

RENTAL FEE:\$1200.00 - Resident
 \$3300.00 - Non Resident
 \$450.00-\$500.00 - Multiple Rentals (3-7)
 \$600.00 - Resident Class (Restricted availability)

*Rental of dishes and glassware \$400.00 extra
*See Rate Schedule for additional details and other fee charges

RENTER AND CATERER MUST SUPPLY PROOF OF LIABILITY INSURANCE.

A \$1000.00 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.

UPPER LEVEL OCCUPANCY IS MAXIMUM 175. BUILDING IS A NON SMOKING PUBLIC FACILITY.

RESIDENT APPLICANT/SPONSOR:

DATE: _____

SPONSORED RENTER/USER:

DATE: _____