

MAYOR  
Frederick H. May  
DEPUTY MAYOR  
H. Kevin Clark



TRUSTEES  
Christine O. Heisman  
Timothy J. Slisz  
Sean M. Delehanty

**RATES FOR POTTER MEMORIAL BUILDING  
EFFECTIVE JUNE 1, 2012**

**DINNERS, SHOWERS, PARTIES, RECEPTIONS, ETC.**

	<u>CONTINUING USE</u>	<u>SINGLE USE</u>
<b>RESIDENTS OF FAIRPORT OR PERINTON</b>		
10:00 A.M.-5:00 P.M.	\$40.00	\$60.00*
6:00 P.M.-12:00 A.M.	\$50.00	\$70.00*
<b>NON-RESIDENTS OF FAIRPORT OR PERINTON</b>		
10:00 A.M.-5:00 P.M.	\$ 85.00	\$ 85.00
6:00 P.M.-12:00 A.M.	\$110.00	\$110.00
Set-up Fee      Per event	\$ 60.00	\$ 60.00

\*IN ADDITION, SINGLE USE RENTALS MUST PROVIDE A \$100.00 SECURITY DEPOSIT WHICH WILL BE REFUNDED PROVIDED THE BUILDING IS LEFT IN GOOD CONDITION.

**RULES & REGULATIONS:**

- You may not enter the Potter Memorial building before the scheduled time.
- Functions must be cancelled by calling the Village clerk's Office (223-0313) at least 24 hours in advance to receive a refund.
- There will be a \$10.00 processing fee for any changes or refund requests.
- Dancing is limited to two square sets or twenty couples for round dances.
- No reservations may be made more than 2 months in advance.
- No Sunday or holiday use of the building is allowed.
- No alcoholic beverages or smoking is allowed.
- No confetti is allowed.
- Fund raising projects and other uses not specified above must receive Village Board approval.
- Tables will be available, but groups must arrange their own tables & chairs.
- Tables and chairs must be cleaned off and put away at the end of the function.
- No dishes or pans may be taken from the kitchen.
- You must furnish your own dishtowels & soap.
- All Garbage should be in a tied bag and placed inside the garbage cans located near the coat rack.
- Sweep floors when finished and leave the building in the clean & orderly condition in which you found it.
- No tape (scotch tape, etc.) may be used on the walls or ceiling.
- The building must be vacated no later than midnight.
- The Village reserves the right to require evidence of insurance from organizations using Potter Memorial.

**TABLES & CHAIRS AVAILABLE:**

16 card tables – 8 eight-foot long tables  
63 metal chairs – 17 wooden chairs

Maximum attendance under any circumstance is limited to 72 people.  
Sit down dinners are limited to 52 people in the East Room & 20 people in the West Room.

If for any reason the building is not opened, call 223-0313 Monday-Friday until 4:30 P.M.; after 4:30 P.M. or on weekends call 223-9500.

All renters must read and sign this form at least annually.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Responsible Person