

Initial items below

NO GLITTER OR CONFETTI ALLOWED _____

NO ANIMALS ALLOWED _____

DEPOSIT MUST BE CASH OR CHECK

** Deposit will be returned upon completion of the Checklist in Community Center, location in the kitchen** _____

Below is an example of the Checklist.

CHECKLIST

1. Sweep
2. Wipe kitchen counters, fridge, and sink and remove your food from the fridge
3. Make sure restrooms are picked up, prop open the doors
4. Empty all garbage and take out-there is a dumpster on west side of Town Hall
5. Wipe down tables and chairs, and put them away
6. Pick up all trash outside

If the Checklist is not complete, deposit may be forfeited, and future rentals may be subject to denial.

	Deposit	Rate
Resident	\$350	\$250
Non-Resident	\$750	\$500



2025 Events with alcohol in the Community Center

The Town of Garden City will be allowing alcohol for reservations held within the Community Center as of March 1, 2025.

The table below shows the base rates and deposits for events.

	Deposit	Rate
Resident	\$350	\$250
Non-Resident	\$750	\$500

Requirements

- Sign Rental Agreement acknowledging all conditions
- All deposits must be in the form of cash or check
- TIPS trained bartending service (attached to this form)
- Security guards (It is your responsibility to communicate with the bartending service for adequate number of guards per guests)
 - 1 guard for up to 60 people
 - 2 guards for 61 -100
 - Law enforcement planning meeting for more than 100 people
- Alcohol must be purchased and relinquished to the Town before the event
- **Please note that if purchased alcohol runs out, newly purchased alcohol will not be served**
- You must provide ice
- Individual drinks need to be in plastic cups or cans
- You are responsible for your guests' behavior

If there are damages, you may be liable for the cost of repairs.

I _____ have read and understood the statements above.
(Printed Name)

I _____ understand if the Checklist is not complete, my
(Printed Name)
deposit may not be returned.

Signature

Date

Please see attached packet for events with alcohol.

For Office Use:

Number of Guests: _____

Event Type: _____

Event Date: _____

Event Time: _____

Invite sent: _____