

Potter Memorial Building

The Potter Memorial building and grounds were bequeathed to the Village for the general use of the residents. The main floor consists of two rooms and a kitchen, with restroom facilities. The building is available Monday through Saturday, except holidays from 10:00 A.M. to Midnight; on a first come first served basis.

EFFECTIVE JUNE 1, 2009

DINNERS, SHOWERS, PARTIES, RECEPTIONS, ETC.

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

***IN ADDITION, SINGLE USE RENTALS MUST PROVIDE A \$100.00 SECURITY DEPOSIT WHICH WILL BE REFUNDED PROVIDED THE BUILDING IS LEFT IN THE 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 subject to a \$10.00 processing fee.

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 at the end of the function.

No dishes or pans may be taken from the kitchen.

You must furnish your own dishtowels & soap.

Sweep floors when finished and leave the building in a clean & orderly condition of 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.