

Community Hall Rental Rates

Effective: Beginning September 14, 2021

Rentals that have reserved dates and given a deposit will be considered under the old fees for renting the hall ; prior to September 14th, 2021.

**All non profits including Vincent fire department are free of charge*

**Funeral luncheons – non residents \$100 ; residents of Vincent are free of charge*

**Baby Shower - \$150*

**Birthday parties - \$300; a liability certificate from insurance company must be obtained.*

**Company/Business Meetings - \$150*

**Community Garage Sales - \$150*

**Wedding Receptions - \$300; a liability certificate from insurance company must be obtained.*

**Auctions - \$150*

**Other - \$150*

****A deposit fee of \$400 must be received to reserve the date and it will be refunded upon a walkthrough of the Community Hall and the key being returned.***

Vincent Community Hall
Rental / Clean up Information

- _____ **All garbage must be taken with you; we do not provide garbage service. You may rent a dumpster at your expense and then have the dumpster emptied.**
- _____ **The entire Hall & kitchen are to be cleaned after your rental ; mops & buckets are available to mop the floor & a vacuum is provided to clean entry rugs.**
- _____ **Tables and Chairs are to be cleaned and stacked.**
- _____ **(3) Bathrooms must be cleaned and mopped. *Check and verify changing table is working.***
- _____ During winter months, serving window is to be down and the doors under sink are to be left open.
- _____ **When decorating, the heat is not to be left on overnight or the rent will be doubled.**
- _____ All windows are to be closed and doors locked after cleaning.
- _____ All hall renters are asked to be careful in parking their vehicles. Do not block driveways or park in the yards of homeowners close to the hall.
- _____ **Do not park in front of or block any of the Fire Station Doors or park around the building ; Fire / EMS need access to the building at all times.**
- _____ Do not drive through the park.
- _____ Reservations are not taken for the City Park adjacent to the south of the Hall. Hall renters may use the park facilities.
- _____ No decorations are to be attached to ceiling or ceiling fans, no tape is to be used on the walls to hang decorations and all decorations must be removed.
- _____ The Hall does not provide roasters, serving dishes, ice or coolers.
- _____ There is a large refrigerator and a chest type freezer available for use.
- _____ Renters receive one key.
- _____ If deliveries are made to the hall, it is the responsibility of the renter to have someone there to receive those deliveries.
- _____ **After your rental, you have until noon the next day to have the Hall cleaned up ; otherwise add'tl fees will apply.**
- _____ Vincent does not provide insurance on items left in the Hall.
- _____ All appliances need to be cleaned.
- _____ Make sure the outside of the hall is clean of garbage and debris, including the street / sidewalk out front.

ALL OR A PORTION OF YOUR RENTAL DEPOSIT WILL BE RETAINED IF THE HALL IS NOT CLEANED AFTER YOUR RENTAL