

Date & Description of Event: _____

City of Libby
952 E. Spruce St.
Libby, MT 59923
(406) 293-2731

Ponderosa Room Rates & Fees

RENT – Per Day – Ponderosa Room Only **\$100**

Seating Capacity = 163 (19 rectangle & 15 round tables available)

Deposit Fee – Refundable if room is left as required

Meetings

 With Food **\$150**

 Without Food **\$100**

Private Celebrations (Weddings, birthdays
anniversaries, receptions, etc.) **\$200**

Additional Fees -

 Kitchen Use **\$75**

 Slide Projector **\$10**

 Overhead Projector **\$10**

 Sound system **\$10**

 TV/VCR **\$10**

 Dance Floor (additional set up fee applies) **\$20**

Set Up Fee – Applies if City Hall sets up tables and chairs **\$50**

Clean Up Fee – Applies if City Hall takes down tables and
Chairs, vacuums, and cleans the facility **\$100**

Absolutely NO alcohol is allowed without a Liquor License.

I have read and accept the above conditions.

Signature _____
Date

Print Name _____
Phone #

Address

Please pay deposit and rental fee with two separate checks. Thank you.

For Office Use Only

Deposit Paid _____ Ck# _____ Deposit Refunded _____

Rent Paid _____ Ck# _____

Please remit rent and deposit amounts on two different checks, thank you.