



City of Libby

952 E. SPRUCE | POST OFFICE BOX 1428

LIBBY, MT. 59923 | Phone 406-293-2731 | Fax 406-293-4090 | Website: www.cityoflibby.org

Ponderosa Room Rates & Fees

RENT – Per Day – Ponderosa Room ONLY \$100.00

Seating Capacity = 163 (14 rectangles & 11 round tables / 115 Chairs available)

Deposit Fee – Refundable if room is left as required (per checklist)

Meetings

With Food\$.....\$150.00

Without Food.....\$100.00

Private Celebration\$200.00

(Weddings, Birthday Parties, Anniversaries, receptions, etc...)

Additional Fees

Kitchen Use.....\$75.00

Microphone & Speaker *(Request from County to verify availability)*.....N/C

Dance Floor *(additional Set Up Fee)*.....\$20.00

Set Up Fee.....\$50.00

(Applies if City Hall sets up tables and chairs)

Clean Up Fee\$100.00

(Applies if City Hall takes down tables/chairs, vacuums & cleans Facility)

Absolutely NO alcohol is allowed without a liquor license

I have read and accept the above conditions

Signature _____ Date Signed _____

Print Name _____ Phone _____ Email _____

Mailing Address _____

**** Please pay the deposit and rental fee with separate checks Thank You ****

For Office Use Only

Deposit Paid: _____ Ck # _____ Deposit Refunded: _____

Rent Paid: _____ Ck # _____