



**City of Libby**  
**Libby Montana**  
 www.cityoflibby.com

PO Box 1428  
 952 E. Spruce Street  
 Libby MT, 59923  
 (406) 293-2731  
 Fax (406) 293-4090

Date and Description of Event: \_\_\_\_\_

## Ponderosa Room Rates and Fees

Standard Rental	
<b>Room Rental — Per Day (Ponderosa Room Only)</b>	<b>\$100.00</b>
Seating Capacity: 164 (21 rectangle tables, 19 round tables; 130 chairs available — 30 more upon request)	
<b>Deposit Fee — Refundable if room is left as required per checklist</b>	<b>\$200.00</b>
Additional Fees	
Kitchen Use	\$75.00
Setup Fee (if City Hall sets up tables and chairs)	\$100.00
Cleanup Fee (if City Hall takes down tables/chairs, vacuums and cleans)	\$200.00
24-Hour Usage (Incident Command, etc.)	
24-Hour Access — Kitchen, Tables, and Chairs	\$450.00
Deposit	\$200.00
Cleanup Fee	\$200.00

**⚠ Keys must be returned to City Hall the day after your event or the deposit will not be refunded.**

***Absolutely NO alcohol is allowed without a valid liquor license.***

I have read and accepted the above conditions.

Signature	Date Signed
Printed Name	Phone
Email	
Mailing Address	

**\*\* Please pay the deposit and rental fee with separate checks \*\***

### For Office Use Only

Deposit Paid: _____ Ck# _____	Rent Paid: _____ Ck# _____	Deposit Refunded: _____
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## Ponderosa Room Checklist

Date of Event: \_\_\_\_\_ Name: \_\_\_\_\_

Before you shut out the lights, please take a moment to complete this checklist. This will assure us that the building has been secured and cleaned before you vacate the premises. **Complete the checklist and return it with your keys in the night drop box (located by the front door of City Hall).**

Please leave the room clean and orderly. Do not remove towels from the kitchen. A dumpster is provided outside the building for garbage. **Remember:** when cleaning the facility you are required to inspect the public restrooms. After inspection by City of Libby personnel, deposits will be returned if premises are left clean and orderly. **You will be charged for any cleaning required or damages to the premises.** We hope you enjoyed the facility and it served your needs.

- Room vacuumed?
- Public restrooms inspected?
- Dishes clean and put away (if used)?
- Dishwasher empty?
- Kitchen cleaned (if used)?
- Oven wiped out and turned off?
- Stoves wiped down and turned off?
- Coffee pot off?
- All food removed from refrigerator/freezer?
- Tables and chairs properly stored in appropriate area?
- All garbage removed and placed in dumpster?
- All coats and personal items removed?
- Temperature set to 65 degrees (or air conditioning off)?
- Windows shut and locked?
- Lights turned off?
- Doors locked?

\* **Damaged Table Policy:** You will be required to pay a percentage toward damaged tables for replacement cost:

- Plastic table with no previous damage — you pay 100% of replacement cost
- Previously damaged table — you pay 50% of replacement cost

By signing below, I confirm that all items on this checklist have been completed prior to vacating the premises.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\* PLEASE TURN IN THIS FORM WITH YOUR KEYS \*\***

# Ponderosa Room — Available Items

Max Occupancy: 164 | Room Size: 48 × 48 ft

## Room Equipment

Item	Qty
Tables — Rectangle (seats 8–10)	21
Tables — Round (seats 6–8)	19
Tables — Round (seats 4–6)	2
Chairs (30 more available upon request)	130
Podium	1
Whiteboard — Large	2
Projector Screen — Large	1
Vacuum	1

## Kitchen Equipment & Supplies

Item	Qty
Freezer	1
Refrigerator/Freezer	1
Stovetop	1
Stovetop/Oven	1
Microwave	1
Dishwasher	1
Coffee Makers	2
Coffee (Pump) Carafe	1
Coffee/Water Carafes	19
Large Trash Cans	4
Serving Cart	2
Serving Tray — Large Oval	8
Serving Tray — Small	5
Serving Tray Holder	1
Bread Baskets	11
Salt & Pepper Shaker Sets	20
Glass Sugar Packet Holders	19

## Dishes, Glasses & Utensils

Item	Qty
Dinner Plates	170
Salad Plates	80

Small Plates	70
Coffee Cups	165
Tea Cups	30
Glasses — Large (stemmed)	158
Glasses — Small (stemmed)	185
Glasses — Dessert (stemmed)	200
Forks	500
Knives	200
Spoons	70