

Date and Description of Event _____



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

Ponderosa Room Rates and Fees

Rent Per Day-Ponderosa Room ONLY..... \$100.00

Seating Capacity=164(22 rectangle and 21 round tables /130 Chairs available, 30 more may be available upon request)

Deposit Fee-Refundable if the room is left as required per checklist..... \$200.00
(Keys must be returned to City Hall the day after your event or deposit will not be refunded)

Additional Fees

Kitchen use.....	\$75.00
Sound System	\$75.00
Sound System Deposit	\$350.00
Setup Fee (applies if City Hall sets up tables and chairs)	\$100.00
Clean up Fee (Applies if City Hall takes down tables and chairs, vacuums and clean)	\$200.00

24-Hour Usage (Incident Command etc.)

24 Hour access to 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 deposit will not be refunded)

Absolutely NO alcohol is allowed without a liquor license

I have read and agree to the above information

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#_____	Deposit Refunded_____
Rent Paid_____	Ck#_____	

Updated August 2026



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 checklist and deposit list with 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?
- ☐ Inspect public restroom?
- ☐ 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?
- ☐ Table & chairs properly stored in appropriate area?
- ☐ All garbage removed and put in dumpster?
- ☐ All coats and personal items removed?
- ☐ Temperature set at 65 degrees, or air conditioning off?
- ☐ Windows shut and locked?
- ☐ Lights turned off?
- ☐ Doors locked?

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

- Plastic Table w/ No previous damage - you pay 100% of costs*
- Previously Damaged Table - you pay 50% of costs*

Signature: _____

Date: _____

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



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Ponderosa Room — Itemized Inventory

Max Occupancy: 164 | Room Size: 48' x 48'

Room

Item	Available
Tables - rectangle (seats 8-10)	22
Tables - round (seats 6-8)	19
Tables - round (seats 4-6)	2
Chairs (30 more may be available upon request)	130
Podium	1
White board - large	2
Projector screen - large	1
Vacuum	1
Projector - EXTRA FEE	1
Sound System - EXTRA FEE	1

Kitchen

Item	Available
Freezer	1
Refrigerator/Freezer	1
Large trash cans	4
Utensil - forks	500
Utensil - spoons	70
Utensil - knives	200
Plates - dinner	170
Plates - small	70
Plates - salad	80
Coffee/Water carafe	19
Bread baskets	11
Glasses - large (stemmed)	158
Glasses - small (stemmed)	185
Glasses - dessert (stemmed)	200
Coffee makers	2
Serving cart	2
Glass sugar packet holder	19
Serving tray - large oval	8
Serving tray - small	5
Serving tray holder	1
Dish washer	1
Coffee (pump) carafe	1
Coffee cups	165
Tea cups	30
Salt & pepper shakers	20 sets
Microwave	1
Stovetop	1
Stovetop/oven	1

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