



# City of Libby

952 E. SPRUCE  
 POST OFFICE BOX 1428  
 LIBBY, MT 59923

Phone 406-293-2731  
 Fax 406-293-4090

## Ponderosa Room Rates and Fees

**Rent Per Day-Ponderosa Room ONLY**..... **\$200.00**

**Seating Capacity**=163(14 rectangle and 11 round tables /115 Chairs available)

**Deposit Fee**-Refundable if room is left as required per checklist..... \$100.00

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

### Meeting Rentals

Half Day (4 hours) access to tables and chairs..... \$100.00

Full Day (4 to 8 hours) access to table and chairs..... \$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)**

### Additional Fees

Kitchen use..... \$100.00

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

Dance Floor (additional Set up Fee) ..... \$50.00

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) ..... \$100.00

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

I have read and accept 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# \_\_\_\_\_ Deposit Refunded \_\_\_\_\_

Rent Paid \_\_\_\_\_ Ck# \_\_\_\_\_