



7 East Hayestown Road  
Danbury, Connecticut 06811  
203-797-4632

### Office Hours

Sept-April 7:30- 5pm Monday-Thursday  
May-Aug 8:00- 4pm Monday- Friday

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## Banquet Hall Information Sheet

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### Banquet Room

- Used for functions such as weddings, receptions, showers, meetings, etc.
- Hall is furnished with 15 tables (60 inch round, seating 6-7) and 3 tables (8 foot long tables).
- Seating for 100 provided.
- Restrooms are supplied with paper products and soap. All other items needed for parties must be brought in by the renters, including extra 55 gallon bags if needed. Those renting make their own arrangements for caterers, musicians, bartenders, etc.
- The hall includes a kitchen with a stove and refrigerator – If you are bringing ice please bring it contained in coolers. Please do not place ice bags in refrigerator.
- There is also a wooden dance floor.

**NOTHING IS ALLOWED ON THE WALLS OR CEILINGS** (Including: tape, nails tacks, decorations, etc) No Staples on the tables. We also ask that you DO NOT drag tables or garbage across the wooden dance floor. NO RICE OR CONFETTI OF ANY KIND!

### Rental Fees

**Saturday rental is \$750.00, Friday and Sunday \$680.00** (\$505.00 for Saturday and \$475.00 for Friday and Sunday for service organizations with PROOF of having tax-exempt status). We also collect a **\$250.00 refundable security deposit**. Normal cost of cleaning the hall is \$170.00 which is part of the rental fee, this cost could increase depending on the condition you leave the hall in and would be deducted from your security deposit.

You may come in as early as 8am the day of your event and must be out by Midnight. NO EXCEPTIONS

**Meetings are \$100.00 for the use of the Hall only** (No Kitchen- No Food). Monday - Thursday only. Meetings with kitchen use or having food, \$270.00.

**Hall must be cleaned of all items, decorations, and belongings that you have brought in, place all chairs on the tables as you found them and be off premises by midnight.**

### Reservations

- **\$100 Deposit is needed to reserve date - not refundable.** This deposit will be applied to the rental fee.
- Remaining rental fee and security deposit of \$250.00 is **required 30 days** in advance of the rental date.
- If a reservation is made in less than 30 days of the rental date, ALL rental fees & security deposits are required AT THE TIME OF RESERVATION AND IN CASH OR CREDIT CARDS.

### ***Refund Policy***

- Security Deposit- The Finance Department will mail your security deposit to you in check form within two-three weeks after your party. Renters are to leave the hall in the same condition as they found it. Failure to do so will result in the department withholding some or all of your Security Deposit, The Security Deposit will be returned pending return of the key, proper cleanup, no damage to the facility, and observance that all regulations are followed.
- All payments, rental, security deposit, and insurance must be complete four weeks prior to the event. Failure to do so will result in the cancellation of your event and loss of your Rental Fee (Rental fee includes your booking deposit.) Your event can be rescheduled within six months at the discretion of the Director of Recreation. The date must be picked and decided on at the time of Cancellation
- If reservation is cancelled within 4 (four) weeks or less of event and you choose not to reschedule, the rental fee will be forfeited. Security deposit and cleaning fee will be mailed to you by check from the Finance Dept.

### ***Insurance***

**Parties serving or consuming alcohol in any amount or type are REQUIRED to have a Certificate of Insurance** naming the City of Danbury as an Additional Insured with Host Liquor Liability included, stating the date, type of event, and that alcohol will be served.. Coverage must be a minimum of **\$1,000,000.00 (One million)**.

**The key to the hall will not be issued if certificate is not received by this office no later than 1 week prior to your event.**

Attendance 1-120

Cost- get price quote at [www.theeventhelper.com](http://www.theeventhelper.com) (Approx. \$104.00)

### **Sale of Alcohol is Prohibited**

### ***Miscellaneous***

Per the Danbury Fire Marshall the following rules must be followed and noted:

- Artificial Christmas Trees with UL Approved lights are allowed.
- Live Trees can only have ornaments- no lights on tree
- All Trees should be away from general activities. Place them in a corner.
- No Open Flames of any kind in hall. – No Candles.
- No BBQ grills are allowed with Hall rental. Please consider renting the Pavilion if grilling is desired.
- DO NOT take down (FOLD) the round tables. DO NOT STACK the chairs

### ***Other Rules***

- Refuse must be placed in plastic bags, **flatten boxes** and put in dumpster in front of the bowling alley.
- A professional cleaning crew will come in after each event. They will vacuum, mop the floors, and clean the bathroom. They will also note any damage done to the property. Any extensive mess is the responsibility of the renter as well as ALL GARBAGE REMOVAL.
- Cooking grease and or frying oil must be disposed of properly according to guidelines (**NOT POURED DOWN DRAINS**)
- No Fog Machines or Popcorn Machines of any kind are allowed in building.

Prior to leaving the Hall:

- All round tables and chairs are to be left as you found them.
- Make sure lights/ Stove/ heat, and air conditioners are turned off or set at posted- (Please lower thermostat to 60 degrees).
- Make sure doors front and back and all windows are locked.
- There are Three (3) Long tables measuring 8 feet by 3 feet. Please collapse them and leave the flat top against the stoppers on wall by the bar.
- The outside parking area must remain clean of any debris resulting from your party.

You must be at least 21 years of age to book any party.

\*At the Directors discretion, groups may be required to have Certificates of Insurance, and/or whatever else is deemed necessary.

**IF YOU FAIL TO OBEY THESE RULES, YOU WILL FORFEIT YOUR ENTIRE SECURITY DEPOSIT AND WILL BE DENIED FUTURE RENTAL PRIVILEGE**

**Effective 9/1/2021**