

Bluffton Town Hall Third Floor Usage Regulations

1. Reservations may only be made by a resident or an income tax payer of the Village of Bluffton or on their behalf.
2. No open flames are permitted. (Includes candles, etc.)
3. No alcohol is permitted in the Town Hall.
4. No For-Profit events are permitted. (Includes purse parties, catalogue parties, etc.)
5. Access keys will only be provided to Responsible Party named.
6. A \$20.00 (Twenty Dollar) cleaning/key deposit must be paid when reservation is confirmed.
7. Facilities must be cleaned and returned to their prior condition following the event. Trash should be removed and placed in the blue totes behind the Town Hall garage.
8. Keys must be returned immediately after event is completed. There is a drop box located outside at the bottom of the ramp that the keys may be placed in.
9. If keys are not returned by 10:00 AM on the next business day following the event, or the room is not cleaned and returned to its prior condition- including the trash taken out, the deposit will be forfeited.
10. No Confetti, rice (other than with a meal), bird seed or bubbles are permitted.
11. All outside items brought in for the event must be removed the day of the event unless previous arrangements are made with Village Staff.
12. Please be respectful of Village staff who may be working in the building during your event.
13. Please make sure that all lights are turned off following your event prior to leaving.
14. Reservations may not be called in. A reservation is not confirmed until Request Form is completed and submitted.
15. Only one event may be scheduled each weekend. A “weekend” shall be considered Friday evening through Sunday evening.