



Shawnee Town Hall General Rules and Regulations

- All reservations must be made in person at the Visitor's Center.
- Reservations may be made up to 18 months in advance and shall be on a first come first serve basis. Requests for 18 months in advance will be accepted on the first working day of the month.
- Reservation requests must be made and signed by an adult (21) years or older.
- Person named on the Rental Request Form shall be responsible for their guests and their compliance with all rules and regulations.
- The applicant, as well as the group or organization the applicant represents, will be responsible for any damage to Town Hall equipment or property.
- Additional charges may be assessed if the damage or cleaning requirements exceeds the \$200 deposit.
- Renter is responsible for cleanup. All trash, debris, decorations etc. shall be removed at the conclusion of the room rental. Room should be left in the condition that it was found.
- No glitter, sparkles, sequins, confetti or loose decorations shall be allowed in the building.
- Candles must be enclosed in a hurricane type glass. No open flames shall be allowed.
- No decorations are to be attached to the walls, pillars, ceiling, bar or light fixtures.
- The applicant may use only those facilities designated on the rental request form.
- All persons must leave the premises at the conclusion of the time designated on the rental agreement. Failure to do so may result in additional charges.
- No outside tables and chairs can be brought into the Town Hall facility. You are required to use our tables and chairs.

Room Descriptions	
Town Hall	Bandstand
Can hold up to 240 people, both round and rectangular tables available, brick patio & antique bar. Includes a full kitchen with 3 refrigerators, 2 stoves with ovens, an ice machine, microwave and sink.	<p>Bandstand rental includes access to the museum grounds for outdoor photography.</p> <p>Museum buildings are not included in Bandstand rental, and are not to be used as waiting rooms until ceremony starts.</p> <p>Seating is not provided at the Bandstand. Tables and chairs from inside our Town Hall are not permitted for outdoor use. If seating is needed for your Bandstand rental, you will need to provide it.</p>