

This in pending status, until you have signed the attached contract and paid your fees to the office. Two checks are required – one usage fee, one cleaning deposit. These checks are to be made payable to Salem Towne Civic Association (not SCA). Event liability insurance is required.

Reminder the Garbage bin is locked up, the key to the padlock is on the wall by the back door of the Towne Hall Kitchen. And there is another key in the cleaning closet in the Farmhouse Kitchen. Please return this key promptly.

Someone will be checking the reserved room for cleaning after your party or the next morning after your party. Cleaning deposit can be requested a few days after your party.

Any changes to your requested reservation must be emailed to Reservations@SalemTowne.us Please, to minimize potential misunderstandings, no phone calls. Please put things in writing.

RULES:

Helium balloons, glitter, candles, confetti, birdseed & rice are prohibited. Bubbles allowed outdoors only. No fireworks of any kind are permitted. Thermostat in Towne Hall is preset for temperature, adjust the timer for your period of use. All Towne Hall tables and/or chairs must be wiped off and be put back into the proper storage area. One storage area is in Towne Hall closets - the other outside in the hallway.

Any Towne Hall tablecloths or cleaning cloths used must be taken home to wash. Please return them promptly.

All floors must be swept and mopped as needed. No wet mopping the Towne Hall floor - only damp. All garbage in the kitchens must be emptied to the garbage bin outside in the parking lot, and new garbage bags put in.

All cleaning supplies for the Towne Hall are in the closet outside the back kitchen door (except for garbage bags in the kitchen drawer). The Farmhouse kitchen has a cleaning closet with all supplies.

Clean all counter tops, sinks and appliances. Remove all items from the refrigerator(s).

Billiard Room and Fitness Center are for use of Residents only.

Bean Bag boards are in a closet outside the Towne Hall door. The Bean Bags are inside the Towne Hall closet.

Reminder the security system automatically alarms all doors promptly at 10 pm.

If you need help finding anything, or don't understand, please call the SCA office, 503.363.4729, during Office hours.

Reservations

reservations@salemtowne.us