

General Town Hall Rental Information

The Town Hall is available for general use, funerals/luncheons, weddings, benefits, special use, etc. The process to rent the hall and the forms to be filled out and the appropriate fees to pay are available on-line on our town website (www.townofOakland.net) or they can also be requested from the Town Clerk.

The hall is not considered rented unless all forms and necessary supporting documents (i.e., event insurance policy) are received and rental fees and the Damage Deposit have been paid. When renting the hall, contact the Town Clerk to check for availability. Once the request is received, it will be considered tentatively reserved and the requesting party will have 2 weeks (14 calendar days) to submit the appropriate forms/documents/fees. If the forms/documents/fees are not received by the Town Clerk, the date will be released and will be available for rental again.

A non-refundable cancellation fee of \$25 will be retained if the reservation is cancelled within 2 weeks (14 calendar days) of the event.

Wedding packages are for 3 days (Friday/Saturday/Sunday) and if alcohol will be served, a licensed bartender must be secured and utilized the day of the wedding—proof of an operator's license must be received by the Town Clerk. A sheriff deputy must also be reserved and paid for separately by the renter. Event insurance must be obtained by the renter and a copy of the policy must be provided to the Town Clerk.

The custodian will inspect the town hall after the event and will notify the Town Clerk and Town Board of any damage that occurred. If no damage occurred, the Damage Deposit check will be returned to the renter after the event.

NO BOUNCE HOUSES ARE ALLOWED!!