

RENTAL OF TOWN HALL

POLICY

REQUIREMENTS:

PLEASE PRINT AND FILL OUT COMPLETELY.

1. You must be a resident taxpayer: or sponsored by a resident taxpayer. The sponsor is then responsible for adherence to the term of this policy.
2. You must fill out the application and sign it.
3. You must pay in advance according to the current fee schedule. Resident Rental = \$25.00 per day, Commercial Rental = \$50.00 per day, Town Organizations = No Charge.
4. The number of people present in the building can not exceed 110 as approved by the Fire Chief (see application).
5. There is no smoking allowed in the building at any time. Unless a specified smoking area has been designated, (RSA-155). See posting in building.
6. You must receive written approval from the Police Chief or his designee relative to parking and crowd control (see application); payment for police coverage, as determined by the Police Chief, is the sole responsibility of the applicant.
7. You must present to the Selectmen, a certificate of insurance covering all liability risks resulting from the event.
8. Alcoholic beverages are the sole responsibility of the lessee; the sale of alcoholic beverages by the lessee in any form, whether by fee or donation; will require a license issued by the State Liquor Commission. (Phone: 271-3755). Consumption is restricted to the interior of the building.
9. The building must be cleaned, garbage removed; and tables/chairs returned to their proper place. A separate security deposit by check of \$25.00 is required. Failure to comply will result in the security deposit not being refunded and charges being rendered at the rate of \$20.00 per hour/per person performing the custodial duties, payable by the lessee.
10. There will be no storage in the building of private goods/merchandise longer than three days including the day of the event.

Adopted by the Selectmen of Frankestown: April 20, 1992

TOWN OF FRANCESTOWN – TOWN HALL RENTAL APPLICATION

APPLICANT/RESIDENT TAXPAYER INFORMATION

Name:

Current address:

City:

State:

ZIP Code:

Phone:

EVENT INFORMATION

Day-Date of Event:

Type of Event:

Start Time:

End Time:

Estimated Number of People in Attendance:

Will There Be Dancing?

Yes

No

Will There Be Alcohol Consumption?

Yes

No

FIRE CHIEF APPROVAL

Signature of Chief:

Date:

POLICE ATTENDANCE

Is Police Attendance Required

Yes

No

Signature of Chief/Designee:

Date:

(must be approved at least ten days prior to event)

I HAVE READ AND AGREE TO COMPLY WITH ALL REQUIREMENTS OF THE TOWN RENTAL POLICY WHICH IS ATTACHED, AND WHICH IS AN INTEGRAL PART OF THIS APPLICATION. I FURTHER ACKNOWLEDGE THAT I WILL HOLD THE TOWN, IT'S RESIDENTS, EMPLOYEES, AND OFFICIALS, HARMLESS FOR ANY INJURY OR OTHER HAPPENING SUSTAINED DURING THE LIFE OF THIS EVENT.

Witnessed by:

Applicant Signature:

SELECTMEN OF FRANCESTOWN

Application Accepted:

Yes

No

Selectmen's Signatures:

Date: