

Application for Rental/Use of Memorial Town Hall

Date of Application: _____

Name of Organization: _____

Type of Event: _____

Date of Event: _____ Hours of Event: _____

Contact Person: _____

Phone Number: (Day) _____ (Evening) _____

Alcohol will be served: Yes _____ No: _____ *(Police Mandatory)*

Number of Police Required: _____ *(Chief of Police to Determine)*

Decorations will be used: Yes _____ No: _____ *(Permit from Fire Department Required)*

Tables/Chairs will be used: Yes _____ No: _____ *(Object Rental Indemnification Required)*

Food will be sold: Yes _____ No: _____ *(Food Vending Permit Required from Health Agent and Common Victualler License required from Board of Selectmen)*

For office use only

Custodian will be required: Yes _____ No: _____

Certificate of insurance required: Yes _____ No: _____

Security deposit required: Yes _____ No: _____

Security deposit waived: Yes _____ No: _____

Other special conditions or restrictions placed on this event:

Town Administrator Approval: _____

Date of Approval: _____