



RENTAL APPLICATION AND RULES OF USE FOR THE
OLD TOWN HALL

Date Submitted: _____ **Date & Time of event:** _____

Name: _____ **Contact number:** _____

Address: _____

Detailed Description of event (to include est. number of attendees, setup/layout and any entertainment):

1. Rental fees are \$25 per day during seasons when heat is not required, \$50 per day during seasons when heat is required.
2. The facility is to be left in the same condition as found prior to the rental; including tables & chairs
3. A security deposit of \$25 is required in addition to the rental fee, due upon application. The security deposit will be returned after the key has been returned and the hall has been verified to be in the same condition as prior to rental. Failure to clean the hall and/or damage to the hall will be deducted from the security deposit.
4. All trash and/or materials must be removed immediately after the use of the hall, by the renter.
5. Any damage caused by the renter or persons in the renter's party will be the responsibility of the renter and the renter may be billed for damage to Town property.
6. Any damage must be reported immediately to the Town;
7. No alcohol or drugs may be brought onto or used on Town Property.
8. No smoking in Town Buildings.
9. No open flames or fires in or on Town Property.
10. No pets allowed; except registered service animals.
11. Refrigerators belonging to the Town of Sanbornton may be used by the renter or their party; and left in clean condition immediately after the rental.
12. The handicapped entrance and passage way to and through the Old Town Hall may not in any way or at any time be obstructed. Wheelchair access must be maintained at all times.
13. All doors and windows must be closed at the end of the rental.
14. Lights will be turned off prior to leaving the building;

15. If the heating system is used it must be turned down immediately after rental.
16. The building must be locked after use.
17. Any special equipment required is the responsibility of the renter.
18. The key to the Old Town Hall may be picked up the last business day before the rental and must be returned on the next business day, unless other arrangements are made prior to the rental.
19. Failure to abide by these rules will result in the renter being banned from the future use of the facility.
20. The renter must provide a certificate of liability insurance with the Town of Sanbornton named as additional insured for \$1,000,000 per occurrence (check with your insurance carrier for a tenant user's liability insurance policy).
21. The Town of Sanbornton reserves the right to cancel any reservation at any time for emergency use.
22. The maximum occupancy in the Old Town Hall is 120 people. Approval of occupancy is required by the Fire Chief for individual events.

The renter hereby agrees to release and hold harmless the Town of Sanbornton, its employees and agents from any liability or personal injury, or loss or damage to personal property, which may arise in any way by the use or occupancy of the Sanbornton Town Hall. I certify that I have read the Town Hall Renters Form and will see that my activity will abide by these rules. I understand that I am responsible for lost, stolen and/or damaged equipment at the Town Hall and the conduct of the attending group. I understand that I and my party must abide by all rules, regulations, policies and procedures as they may apply to my rental. My signature further indicates that I have read this statement and certify that all of the information herein is true.

Applicant

Date

OFFICE USE ONLY:

Fee: \$25 \$50 (circle one) Security deposit: \$25

Collected by: _____ (Please Print) Date: _____

Notification to Town Hall Steward

Approval of occupancy for event by Fire Chief

BOS approval: _____

Date: _____