



## **Town of Antrim**

66 Main Street PO Box 517  
Antrim, NH 03440  
603-588-6785

### **TOWN HALL MEETING RESERVATION & APPLICATION**

Name & Address of Applicant: \_\_\_\_\_

\_\_\_\_\_

Name of Organization: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Which Hall Are You Using? \_\_\_\_\_  
(Town Hall – upstairs or Town Hall downstairs)

Will you be selling food or drink? \_\_\_\_\_

**IMPORTANT:** Until this form is filled out, your event will not be put on the calendar. It is your responsibility to pick up the key for your event within 48 hours of your event. The key will be left in the box next to the door when exiting the building. Please take note of our hours so that you will be able to pick up the key – Monday thru Thursday 8 am-4pm.

## **FEE SCHEDULE**

Rental Fee for Non-Profit Organization	\$ 75.00 Per Performance
Rental Fee for all others	\$150.00 Per Performance
Security Deposit	\$100.00 Refundable*

\*Security Deposit refundable after event with no damage or cleanup costs.  
All renters are subject to a security deposit regardless of organization status.

### **Town Hall Rental Agreement**

#### **Terms and Conditions**

1. The use of the Town Hall requires the approval of the Board of Selectmen and the payment of a rental fee and security deposit. A signed rental agreement must be filed with the Selectmen's office prior to event.
2. The Town Hall shall be left in the same condition it was prior to rental. Any and all damages and cleanup costs will be deducted from the security deposit. The lessee shall be responsible for all damages and cleanup costs exceeding the amount of the security deposit.
3. Smoking shall be prohibited in the building and it shall be incumbent upon the lessee to enforce this provision.
4. The lessee shall remove all rubbish at the end of the event. Failure to do so will result in a necessary deduction from the security deposit.
5. No nails, tacks, staples or transparent tape shall be affixed to any wall, ceiling or woodwork.
6. No food shall be served without the prior permission of the Board of Selectmen.
7. Alcoholic beverages are not allowed unless approved in advance by the Board of Selectmen and the lessee must employ a Police Officer while alcoholic beverages are being served.
8. If it is determined by the Board of Selectmen that a Police Officer be in attendance, the lessee will assume such cost.
9. When required, a Police Officer shall be in attendance ½ hour prior to the rental period, during the rental period and ½ hour after the rental period.

10. The lessee shall indemnify and hold the Town of Antrim harmless for damages to persons and property resulting from the use of the Town Hall by the lessee and shall , at its own expense, **provide the Town with a Certificate of Liability Insurance against accident with limits of no less than \$1,000,000 combined single limit coverage. This Certificate must be delivered to the Selectmen's Office prior to the use of the Town Hall.**
11. The lessee agrees to obtain all necessary copyright licenses and to defend the Town against all claims arising because of the failure to do so and the renter further agrees to hold the Town harmless from all; loss, liability, damage and expense, including reasonable counsel fees, for which the Town may become liable because of the failure of the renter to acquire a copyright license.
12. All equipment, props, etc owned by the lessee must be removed from the premises the evening of the last performance unless other arrangements are made with the Selectmen's Office.
13. Decoration or display materials must be approved in advance. No balloons of any type are permitted.
14. Be sure to close and lock any windows that you open.

Payment in full is expected at the time of reservation unless other arrangements are made with the Selectmen's Office.

The undersigned has read and agrees to the terms outlined within the Town Hall Agreement.

Rental Charges \$ \_\_\_\_\_

Security Deposit \$ \_\_\_\_\_

Total Due \$ \_\_\_\_\_

\_\_\_\_\_  
Name Date

Confirmation for the Town of Antrim \_\_\_\_\_  
Name