

**Town of Sandown – Board of Selectmen**

**P.O. Box 1756**

**Sandown, NH 03873**

**Phone Number: (603) 887-3646 Fax Number: (603) 887-5163**

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**PERMIT TO USE TOWN HALL OR TOWN PROPERTY**

Reservation Dates: \_\_\_\_\_ Times: \_\_\_\_\_

Resident Responsible: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Non-Profit Organization: \_\_\_\_\_  
(IRS Form 501C3, 501C4, 527 required to waive permit fee)

Number of Persons attending function: \_\_\_\_\_ Number of Chaperones if under 21: \_\_\_\_

Area(s) requested:  Upper Hall  Lower Hall  Kitchen  Parking Lot

Custodian needed to open and close Town Hall:  yes  no

Alcohol Served:  yes  no

If you or your guests will be serving or consuming alcohol at your function, please note: Sandown Town Ordinance requires any function conducted on Town Property where alcohol is being served must have a Police Officer on detail from the time the alcohol is on the premises until the time the alcohol is removed from the premises. **The fee for a Police Officer is \$38.00 per hour, payable to the Town of Sandown, NH. A separate check is required for this charge.**

**\$250.00 DEPOSIT REQUIRED – at least two days prior function**

Date Deposit Received: \_\_\_\_\_ Check # \_\_\_\_\_ Cash Receipt # \_\_\_\_\_

**\$50.00 PERMIT FEE REQUIRED – at least two days prior function**

Date Permit Fee Received: \_\_\_\_\_ Check # \_\_\_\_\_ Cash Receipt # \_\_\_\_\_

**PLEASE MAKE ALL CHECKS PAYABLE TO: TOWN OF SANDOWN**

- **I understand use of the Town Hall is a privilege extended to me and I am aware this permit may be cancelled with no notice due to Town emergency requiring use of the Town Hall.**
- **I have received and read the Rules and Regulations relating to the use of the Town Hall and agree to abide by them.**
- **I agree to hold the Town of Sandown, NH, its agents and employees harmless for any loss, damage or injury incurred during the time I have reserved the Town Hall**
- **Failure to comply with the requirements of this permit shall result in cancellation of this permit and retention of my deposit.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Chairman –Board of Selectmen

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

**TOWN OF SANDOWN**  
**RULES AND REGULATIONS FOR USE OF TOWN HALL OR TOWN PROPERTY**

- **\$ 250.00 deposit is required prior use and will be retained if all rules and regulations are not followed. \$ 50.00 permit fee applies unless group is exempt per Board of Selectmen approval.**
- Town Hall permits are issued to Sandown residents only. Non-profit agencies with proof of non-profit status (IRS form 501C3, 501C4, or 527) may be allowed to use the Town Hall for non-profit functions only.

**Rules within Town Facilities**

- No smoking.
- No use of alcohol unless Police details has been arranged.
- No running in the building. Children must be supervised at all times.
- No use of back stage stairs.
- No admittance behind stage area.
- No sitting on window sills.
- No nails, tacks, staples, duct tape or glue to hang decorations.
- No candles or open flames are allowed.
  
- Wash all tables and counters after use.
- Tables and chairs must be returned to designated area in hall.
- Floors must be swept and dirt picked up. Please do not sweep dirt down heating vents.
- All trash is removed from premises. Bags can be put on top of outside dumpster.
  
- Rest rooms must be cleared of all debris on floor and in sink.
- Flush toilets.
  
- Heat turned down to 55 degrees.
- Air conditioning turned off.
- All windows to be shut and locked. Shades should be lowered to half way on windows.
- All doors to be shut and locked unless previous arrangements have been made with Town Custodian.
  
- All scheduling is done through the Selectman's Office. Contact Paula Gulla at (603) 887-3646 to arrange a permit, change or cancel a scheduled time.
- Should any problems or damage occur, please contact Town Custodian at (603) 300-6452. Selectmen's Office can also be contacted during regular business hours at (603) 887-3646.
  
- **Please complete checklist for each area used and sign form. Checklist must be completed each time Town Hall is used.**

**Capacity Requirements:**

Upper Hall:	200 persons	125 persons if using tables
Lower Hall:	65 persons	30 persons if using tables

There are approximately 10 tables and 150 chairs. Removal of any equipment from Town Hall is prohibited without permission from the Board of Selectmen.