

**Town of Sandown – Board of Selectmen**

**320 Main Street \* P.O. Box 1756**

**Sandown, NH 03873**

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

\*\*\*\*\*

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

Reservation Date: \_\_\_\_\_

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

Type of Function: \_\_\_\_\_

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

Number of Adult Chaperones: \_\_\_\_\_  
(required if attendees are under 21 years of age)

**Please refer to *Alcoholic Beverages* section and *Liability Insurance* sections in Town Hall Use Policies and Procedures prior to completing**

Alcohol (BYOB): Yes \_\_\_\_\_ No \_\_\_\_\_

Police Detail Check: Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Check # \_\_\_\_\_ Cash Receipt# \_\_\_\_\_

Certificate of Liability Insurance: Homeowner's Policy \_\_\_\_ TULIP Ins \_\_\_\_\_

Date Received: \_\_\_\_\_

**Renter Information**

Resident Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

**Please refer to *Town Hall Rental* section in Town Hall Use Policies and Procedures prior to completing**

Non-Profit Organization: \_\_\_\_\_

For-Profit Organization: \_\_\_\_\_

**Requested Area(s) – Please refer to *Rental Fee* section of Town Hall Use Policies and Procedures prior to completing**

Upper Hall  Rental Fee \$ \_\_\_\_\_

Lower Hall  Rental Fee \$ \_\_\_\_\_

Kitchen  Rental Fee \$ 30.00 Stove: Yes \_\_\_ No \_\_\_

Parking Lot Only  Rental Fee \$ \_\_\_\_\_

Upper Hall	1-2 hours	\$50.00
	3 hours	\$75.00
	4 hours	\$100.00
	5 hours	\$125.00
	6- 8 hours	\$150.00

Lower Hall	1-2 hours	\$30.00
	3 hours	\$45.00
	4 hours	\$60.00
	5 hours	\$75.00
	6- 8 hours	\$90.00

Kitchen 1-8 hours \$30.00

Police Detail (if applicable): \$38.00 per hour per Officer (4-hour minimum)

*Payments must be made a minimum of two weeks in advance of the event. All rentals will be scheduled based on availability and no date will be reserved until all appropriate fees are paid. Please make all checks payable to the Town of Sandown.*

*Although the Town Hall is a shared facility, Town business must take priority; therefore the Town reserves the right to cancel or reschedule any event with no notice due to urgent and/or emergency Town business.*

**PLEASE READ AND SIGN BELOW:**

- 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 Town Hall Use Policies and Procedures 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 \_\_\_\_\_

# Check List for Return of Deposit for Use of Town Hall

\*\*\* You must complete this form each time you use the Town Hall \*\*\*

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## Upstairs Hall

- |   | <u>Before</u><br>Yes/No  | <u>After</u><br>(√)      |
|---|--------------------------|--------------------------|
| • All tables washed. Tables and chairs returned to carriers.                    |                          |                          |
| • All tables and chairs to be stacked along the back wall of the upstairs hall. | <input type="checkbox"/> | <input type="checkbox"/> |

**Please do not drag tables and/or chairs. This causes damage to floor.**

**Please do not sit on tables.**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| • Floor is swept and dirt picked up. Please do not sweep dirt down heating vent. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Heat turned down to 55 degrees. Air conditioning and fans turned off.          | <input type="checkbox"/> | <input type="checkbox"/> |
| • All windows shut and locked. Shades should be lowered to half way on windows.  | <input type="checkbox"/> | <input type="checkbox"/> |
| • All trash is removed from premises. Bags can be put on top of dumpster.        | <input type="checkbox"/> | <input type="checkbox"/> |
| • All lights are to be turned off and doors to be locked when leaving.           | <input type="checkbox"/> | <input type="checkbox"/> |

## Rest Rooms

- |  |                          |                          |
|--|--------------------------|--------------------------|
| • Floors clear of paper and debris.          | <input type="checkbox"/> | <input type="checkbox"/> |
| • Toilets flushed and sinks clear of debris. | <input type="checkbox"/> | <input type="checkbox"/> |

## Lower Hall

- |   |                          |                          |
|---|--------------------------|--------------------------|
| • All tables washed. Tables and chairs to be stacked along the walls. | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

**Please do not drag tables and/or chairs. Please do not sit on tables.**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| • Floor is swept and dirt picked up.                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| • Heat turned down to 55 degrees.   | <input type="checkbox"/> | <input type="checkbox"/> |
| • All trash is removed from premises. Bags can be put on top of dumpster. | <input type="checkbox"/> | <input type="checkbox"/> |
| • All lights are to be turned off and doors to be locked when leaving.    | <input type="checkbox"/> | <input type="checkbox"/> |

**Please note below any problems encountered, damage to premises, etc.**

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**Circle Area(s) Used:**      **Lower Hall**                      **Upper Hall**

**Group Using Hall**                      **Contact Person/Tel #**                      **Date Used**

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**Time In:** \_\_\_\_\_                      **Time Out:** \_\_\_\_\_                      **Signature:** \_\_\_\_\_

**Failure to adhere to the above conditions may result in retention of your deposit and denial of future requests to use the Town Hall. Please be considerate and respectful of this building and to all who share this building. Thank You.**

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**Police Detail Form**

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

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

Telephone: \_\_\_\_\_ Type of Function: \_\_\_\_\_

Number of Persons attending function: \_\_\_\_\_

Number of Chaperones if under 21: \_\_\_\_\_ (1 chaperone for every 25 attendees)

No Police Detail Required: \_\_\_\_\_

**Police Chief Signature**

**Date**

\*\*\*\*\*

**Police Detail Required: Following Reasons apply:**

\_\_\_\_\_ Dance

\_\_\_\_\_ Carnival and/or Circus

\_\_\_\_\_ Traffic Control

\_\_\_\_\_ Risk of public disturbance or public nuisance

\_\_\_\_\_ Risk of endangering public health, safety or welfare

\_\_\_\_\_ Alcohol on premises

Other \_\_\_\_\_

# of Police Officers Needed: \_\_\_\_\_

\_\_\_\_\_  
**Police Chief Signature**

\_\_\_\_\_  
**Date**

\*\*\*\*\*

Police Detail Fee: \_\_\_\_\_ (\$38.00 per hour/per Officer) (\$6.00 per hour for cruiser)

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

**PLEASE MAKE A SEPARATE CHECK PAYABLE TO: TOWN OF SANDOWN**

**POLICE DETAIL FEES MUST BE PAID AT THE TIME OF BOOKING THE EVENT.  
NO DATE WILL BE HELD UNTIL ALL FEES ARE PAID.**