

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

Non-Emergency Police Number (603) 887-3887 for lockouts or problems

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 only): Yes _____ No _____

Police Detail Check: Date _____ Amount \$ _____

Check # _____ Cash Receipt# _____

Certificate of Liability Insurance: Homeowner's Policy _____ TULIP Insurance _____

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
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Police Detail (if applicable): \$54.00 per hour per Officer (4-hour minimum- no cruiser)
effective April 1, 2018

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 _____