

TOWN OF ANTRIM

TOWN HALL RENTAL AGREEMENT

**66 Main Street
Antrim, New Hampshire 03440**

603-588-6785

NAME AND ADDRESS OF APPLICANT FOR RENTAL

CONTACT PERSON _____

CONTACT PERSON'S TELEPHONE NUMBER

First Contact Person

Work _____

Home _____

Second Contact Person

Work _____

Home _____

Name of Organization _____

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Dates Requested

Time Requested (start to finish)

Will you be selling food or drink? _____

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 *
Rehearsal Fee (per each day/night reserved)	\$ 15.00 Non-Profits \$ 25.00 All Others

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

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Terms and conditions

1. The use of Town Hall requires the approval of the Board of Selectmen and the payment of a rental fee and a security deposit in the amount of One Hundred Dollars (\$100.00). A signed rental agreement must be filed with the Selectmen's office prior to the event.
2. The Town Hall shall be left in the same condition it was in 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 type 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. A minimum charge of 3 hours shall be assessed for cancellations not received at least 24 hours in advance.
11. 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.

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- 12. The lessee agrees to obtain all necessary copyright licenses and to defend the Town against all claims arising because of its 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.
- 13. All equipment, props, etc owned by the lessee must be removed from the premises the evening of the last performance unless other arrangements have been made with the Selectmen's Office.
- 14. Decoration or display materials must be approved in advance.

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

Fees for the use of the facilities on a long-term basis may be reviewed and a rate determined by the Board of Selectmen.

Fee for a Police Officer - \$32.00 per hour, if a cruiser is used the fee will be \$36.00 per hour.

Town of Antrim Town Hall Rental Agreement:

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

Rental Charges	\$ _____
Security Deposit	\$ _____
Custodian time	\$ _____
Total Due	\$ _____

_____ FOR _____
Name Name of Organization

Date _____

Confirmation for the Town of Antrim _____
Name