

REQUEST FOR USE OF LANDAFF TOWN HALL

NAME – ADDRESS – AND PHONE NUMBER OF ORGANIZATION/PERSON
MAKING REQUEST: _____

CONTACT PERSON: _____

TOWN HALL IS BEING REQUEST FOR THE FOLLOWING DATES/TIMES:

DESCRIPTION OF FUNCTION: _____

USE OF UPSTAIRS _____ DOWNSTAIRS _____ KITCHEN _____

RULES AND REGULATIONS:

1. USE OF TOWN HALL IS ON A FIRST COME / FIRST SERVED BASIS AND IS INTENDED FOR USE BY LANDAFF RESIDENTS ONLY.
2. NO SMOKING / NO ALCOHOL
3. No Equipment, such as tables and chairs, shall be taken from the Town Hall.
4. Keep doors closed to stage area. Please refrain from touching historical town drape (painted stage curtain).
5. You shall be obliged to clean the hall, bathroom and kitchen areas; remove all food from the refrigerator; and remove all trash (please supply your own trash bags).
6. All scotch tape, thumbtacks or anything used for decorations must be removed prior to leaving the hall. Please do not use thumbtacks or nails (use existing nails if desired).
7. A donation is encouraged to help defray the Town's expenses.
8. If use during normal business hours, please try to keep the noise down and floors cleared of coats, boots, etc.
9. Turn off all lights (both inside and outside) and lock all doors before leaving.
10. Requester shall reimburse the Town for any clean-up or repair expenses that the Town may incur as a result of his/her function in the Town Hall.
11. Requester hereby agrees to defend, indemnify and hold harmless the Town of Landaff from any liability for personal injury or property damage arising out of the requester's event in the Town Hall.
12. Requester agrees that the event will conclude and premises cleaned by 11:00 pm.

Signature of Requester

Date Signed

Signature (on behalf of) Board of Selectmen

Date Approved

NOTE: Arrangements to obtain keys to the Town Hall may be made by contacting Robyn Gilmartin, Administrative Assistant to the Board of Selectmen, during normal town business hours (Tues., Wed. & Thurs. 9:00 am to 2:00 pm) at 603-838-6220.