



TOWN OF LYNDEBOROUGH
RENTAL OF TOWN PROPERTY - CITIZENS' HALL

Name: _____ Address: _____
Organization: _____
Telephone#: _____ Rental Date: _____
Function: _____ Time (From): _____ (To): _____
Attending: _____ Capacity Limitation: 150

Rental Fees/Service Costs

- Official Governmental Boards, Committees and Commissions No Charge
Community or Charitable Organizations: Certificate of Insurance Mandatory No Charge
Residents: Certificate of Insurance Mandatory Rental Fee: 100.00
Non-Residents: Certificate of Insurance Mandatory Rental Fee: \$150.00
Security/Damage Deposit (Refundable: Submit separate check) Deposit Fee: \$50.00
Police Service Required (Large functions/gatherings to direct traffic/parking Detail Fee: _____

Total Amount Due: \$ _____

All insurance documentation, fees and surcharges must be submitted to the Selectmen's Office no later than 7 days before the date of the function.



SIGNATURE REQUIRED ON NEXT PAGE



**TOWN OF LYNDEBOROUGH
RENTAL RULES AND REGULATIONS**

Please be advised that all parties using the Town Hall shall be responsible to abide by the following stipulations:

1. There is absolutely no smoking allowed on said premises.
2. Turn off all lights (including bathroom lights), and make sure the entrance and ramp doors are securely closed and locked before leaving the building.
3. The bulletin board may be used for postings and such. The use of tape, staples and tacks are not permitted on the walls outside or inside the building.
4. Chairs are to be returned to the racks provided and tables returned to their original places.
5. The hall is to be left in the same condition it was in prior to use of said function. Renters are responsible for the removal of all rubbish from the premises at the conclusion of the event. Failure to comply will result in the Town retaining the security deposit to cover cleaning costs and rubbish removal.
6. The Town Hall key must be returned immediately following said function.
7. All renters agree to indemnify and hold the Town harmless from all liability that may arise in connection with their use of Town property.

POLICE SERVICES REQUIRED

1. At large functions or gatherings to ensure safety/security needs are met and to direct traffic and/or for parking.
2. Functions that charge admission or accept donations.
3. When alcoholic beverages are served Liquor Liability Insurance shall be submitted and reviewed by the Town prior to the space reservation being approved.

Please Note: It is the applicant's responsibility to contact the Police Department (603-654-6535) in order to schedule special police duty for said function.

I have read the regulations stipulated on the attached form and agree to abide by said regulations as set forth by the Town of Lyndeborough.

Applicant's Signature: _____ Date: _____
Responsible/Insured Party

- | | |
|---|--|
| <input type="checkbox"/> Certificate of Insurance Received? (if applicable) | <input type="checkbox"/> Liquor Liability Insurance Received (if applicable) |
| <input type="checkbox"/> Security Deposit Received? | <input type="checkbox"/> Rental Fees & Surcharges Received? |

Rental Approval: _____ Date: _____
Authorized Town Official's Signature

Copy Approved Application to: Renter, BOS Office, Selectmen, Fire, Police, Highway, Custodian