



**TOWN OF LYNDEBOROUGH
RENTAL OF TOWN PROPERTY - CITIZENS' HALL**

Applicant Name: _____

Organization: _____

Organization Address: _____

Phone#: _____

Event Name: _____

Purpose: _____

Event Date(s): _____

Time (From): _____ (To): _____

Time (From): _____ (To): _____

Time (From): _____ (To): _____

Event Set-Up Date(s): _____

Time (From): _____ (To): _____

Time (From): _____ (To): _____

Approximate Number of Attendees: _____

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

(Stipulation: All renters must have the Town of Lyndeborough listed on the Certificate of Insurance as **Additional Insured**, which relieves the Town of all legal liabilities.)

_____ Residents: *Certificate of Insurance Mandatory*

Rental Fee: 100.00

(Stipulation: All renters must have the Town of Lyndeborough listed on the Certificate of Insurance as **Additional Insured**, which relieves the Town of all legal liabilities.)

_____ Non-Residents: *Certificate of Insurance Mandatory*

Rental Fee: \$150.00

(Stipulation: All renters must have the Town of Lyndeborough listed on the Certificate of Insurance as **Additional Insured**, which relieves the Town of all legal liabilities.)

_____ Security/Damage Deposit (Refundable: Submit separate check)

Deposit Fee: \$50.00

(Stipulation: The renter must leave the hall in the same condition it was in prior to rental, and all rubbish must be removed from the premises at the conclusion of the event. The deposit will be returned following inspection of the hall.)

_____ Police Service Required (Large functions/gatherings to direct traffic/parking

Detail Fee: _____

purposes, for functions that charge admission or accept donations, when alcoholic beverages are served). It is the applicant's responsibility to contact the Police Department (603-654-6535) in order to schedule special police duty for said function.

of officers _____ x _____ hours x \$65 per hour (minimum 4 hours) = 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 OF TOWN PROPERTY - CITIZENS' HALL
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.
8. The onsite refrigerator/freezer are not monitored for power loss, and also there is no guarantee any stored dry goods are safe-guarded from cross-contamination; therefore, the Town shall not be liable for any food or materials stored at Citizens' Hall and/or in Citizens' Hall's kitchen.

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

☐

Certificate of Insurance Received? (if applicable)

☐

Liquor Liability Insurance Received (if applicable)

☐

Security Deposit Received?

☐

Rental Fees & Surcharges Received?

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

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