



### ~ Rules for the Rental/Use of the Sanbornton Old Town Hall ~

1. Rental fees are \$50 per day during seasons when heat is not needed, \$150 per day during seasons when heat is required;
2. A security deposit of \$150 is required in addition to the rental fee. The security deposit will be returned after the key has been returned and the hall has been verified to be in the same condition a prior to rental. Failure to clean
3. Fees and security deposits are to be paid in advance of the rental;
4. All trash and or materials (including personal or committee) used by the renter or their party must be removed immediately after the use of the hall by the renter;
5. The facility is to be left in the same condition it was found prior to the rental including tables & chairs;
6. Any damage caused by the renter or persons in the renter's party are the responsibility of the renter;
7. Any damage must be reported immediately to the Town;
8. No alcohol or drugs (which are not prescribed by a licensed physician) may be brought onto or used on Town property;
9. No smoking in Town buildings;
10. No open flames or fires on Town property;
11. No pets allowed;
12. Food or items (including refrigerators or freezers) belonging to the Sanbornton Food Pantry may not be used by the renter or their party at any time;
13. The handicapped entrance and passageway to and through the Old Town Hall may not be in any way or at any time obstructed; wheel chair access must be maintained at all times;
14. All doors and windows must be closed at the end of the rental term;
15. Lights must be turned off prior to leaving the building;
16. If the heating system is used it must be turned off immediately after use. Failure to turn of the heating system will result in the forfeiture of the security deposit;
17. The building must be locked after use;
18. Any special equipment required is the responsibility of the renter;
19. The key to the Old Town Hall may be picked up the last business day before the rental and must be returned on the next business day after the rental;
20. Failure to abide by these rules will result in the renter being banned from future use of the facility.

I \_\_\_\_\_ have read and understand the above rules and agree to abide by them.

Name: \_\_\_\_\_ (Please Type or Print)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Fee:  \$50  \$150  Security Deposit \$150

Collected by: \_\_\_\_\_ (Please Print) Date: \_\_\_\_\_

Rules for Town Hall Rental

The renting party must be a Sanbornton Resident or in-Town non-profit organization.

The Old Town Hall may be rented for single day, non-commercial ventures such as weddings, birthdays, anniversary parties, reunions, etc.

Commercial purposes shall be any purpose where a fee, donation or other form of monetary exchange is involved. This shall include yard sales, moving sales or swap meets.

All renters must fill out an Old Town Hall Renters Form and follow all rules and regulations in accordance with the Renters Form.

The renter must provide a certificate of insurance with the Town of Sanbornton as an also insured. (Check with your insurance carrier for a tenant user's liability insurance policy).

RESERVATION AGREEMENT: The renter hereby agrees to release and hold harmless the Town of Sanbornton, its employees and agents from any liability or personal injury, or loss or damage to personal property, which may arise in any way by the use or occupancy of the Sanbornton Old Town Hall. I certify that I have read the Old Town Hall Renters Form and will see that my activity will abide by these rules. I understand that I am responsible for lost, stolen or damaged equipment at the Old Town Hall and the conduct of the attending group. I understand that I must abide by all rules, regulations, policies and procedures as they may apply to my rental. My signature further indicates that I have read this statement and all of the information herein is true.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date