

TOWN OF SHELBURNE
Town Hall Use Request Form

Name of Applicant: _____

Organization: _____

Address: _____

Phone Number: _____

Dates and Times of Requested Use:

Brief Description of Function/Event:

Approximate Number of Attendees: _____

Use of Town Hall: _____ Use of Kitchen: _____

Rules and Regulations:

1. Use of Town Hall is on a first come, first served basis, and is intended for use by Shelburne residents / town organizations. Exceptions may be made by the Board of Selectpersons on a case-by-case basis
2. No Smoking, Drugs, or Alcohol is permitted on Town Property. No animals are allowed in the Town Hall and/or kitchen except for service animals as provided in RSA 167-D.
3. No town property may be removed from the building (tables, chairs, dishware, etc.)
4. The hall and/or kitchen must be left in the condition it was found, both in arrangement and cleanliness.
5. Clean tables, chairs, bathrooms, kitchen (including pots/pans/dishes/etc.), remove your food from refrigerator, remove your trash (must supply your own trash bags).
6. Turn off all lights and return the heat to its set temperature of 55 degrees and lock the doors.
7. Keys must be returned to the Town Office on the next business day. A \$50 lost key fine will be assessed for lost/unreturned keys.
8. Applicant will be responsible for any expenses incurred for extra cleaning or repairs as a result of the event/function in the Town Hall and/or kitchen.
9. Applicant hereby agrees to defend, indemnify, and hold harmless the Town of Shelburne from any liability for personal injury or property damage arising out of the applicant's even in the Town Hall and/or kitchen.
10. The event must conclude by 10 PM. The premises shall be cleaned and vacated no later than 11 PM on the day of the event.

Signature of Applicant

Date

Board Approval

Date

FOR OFFICE USE ONLY: FEE: \$25.00 Cleaning Fee: _____ TOTAL TO BE COLLECTED: _____
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Arrangements to obtain keys to the Town Hall must be made by contacting the Town Office at 603-466-2262, on Mondays through Thursdays from 11 AM to 6 PM.

**Please call Road Agent Ken Simonoko at 603-723-0865
if there are mechanical issues with the building.**