

Event Application

Name of Applicant/Organization: _____

Address: _____ Phone: _____

Date of Event: _____ Nature of Event: _____

Start Time: _____ End Time: _____

Location (Hamilton Field, Town Hall, Common, etc., be specific): _____

Number of People Expected: _____

In order to organize and facilitate the use of town property and buildings, the Board of Selectmen has adopted the following fees, rules and regulations:

A Twenty Dollar (\$20.00) non-refundable usage fee is required for the use of Town owned property. Locations for which this applies includes, but is not limited to, the Common, Town Hall, Town Office Building, Riverside Park, Hamilton Field (including access to the swimming area), Library (Trustee approval also required). **The Selectmen reserve the right to require a Police Officer to be present at the event; the organization or individual requesting the Event shall be responsible for paying the Officer. All necessary fees are to be paid in advance.**

In addition, a Thirty Dollar (\$30.00) damage deposit is required. This deposit will be returned upon inspection of premises/grounds and return of the key (if using the Town Hall) following the Event. All used locations shall be left in good condition, free of damage and debris (town hall floor to be swept).

The key provided to applicant may not be loaned to a second party and must be returned within forty-eight hours of the end of the event (excluding weekends, in which case the key shall be returned no later than the following Monday).

I have read the above rules and accept the responsibility of carrying them out.

Signature of responsible party

Date

Approval (Chairman of Board): _____ Date: _____

Approval of Police Chief (if required): _____

Usage fee Waived

Damage/Key Deposit Waived

Return of Town Hall key: Date: _____

Event location Inspected by: _____ Date: _____