



PUBLIC WORKS BUILDING RENTAL APPLICATION

Mail or email this Public Works Building Rental Application to the Town Clerk or deliver to the Town Hall Monday through Thursday, during regular business hours.

Please complete all items below. Incomplete applications will not be processed.

DATE AND TIME OF PROPOSED RENTAL:

Date of Event: _____ Rental Hours: _____ [am][pm] to _____ [am][pm]

Note: "Rental Hours" include time needed for set up and clean up

USER INFORMATION:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

Email Address: _____

ORGANIZATION/COMPANY INFORMATION:

Name of Organization/Company: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

Email Address: _____

EVENT INFORMATION:

Describe event and activities including specific details on any entertainment:

Public Works Building Rental Application cont.

Estimated attendance: _____ Estimated number of minors attending: _____

Will food be served? YES NO

Will alcohol be served? YES NO

(Applicant must comply with all alcohol regulations if applicable).

Date: _____

Signature of Applicant

Acceptance of the Rental Application will require completion of a Lease Agreement.

FOR TOWN USE ONLY:

Application Approved: ___ YES ___ NO

Lease Agreement: ___ YES ___ NO; received _____

Initial fee: \$ _____; received _____

Balance fee: \$ _____; received _____

Additional Fee: \$ _____; received _____

Security deposit: \$ _____; received _____

Security deposit: \$ _____; returned _____

Damages: ___ YES ___ NO

If yes, describe: _____
