



## 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:

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**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: \_\_\_\_\_

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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: \_\_\_\_\_

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