

CONTRACT FOR RENTAL OF THE WEBSTER TOWN HALL FACILITIES

1. PERSON/ORGANIZATION RENTING HALL

Organization/Name: _____

Address: _____

Telephone numbers (H) _____ (W) _____

2. RENTAL TIME AND DATE _____ NOTE: Time is mandatory

3. PURPOSE OF RENTAL _____

4. ESTIMATED ATTENDANCE _____ Alcoholic Beverages Yes { } No { }

5. RENTAL LOCATION Hall, including kitchen _____ Kitchen only _____

6. A UTILITY FEE OF \$25.00 MAY BE CHARGED AT THE DISCRETION OF THE SELECTMEN.

7. TOTAL RENTAL FEE \$ _____ INCLUDES RESERVATION FEE OF \$50.00

SECURITY DEPOSIT REQUIRED: \$100.00 Note: The security deposit will not be refunded until inspection of the hall is made and the key is returned.

Applicant Date

Town of Webster Representative Date

Return to Town of Webster, Attn: Judy Jones, 945 Battle Street, Webster, NH 03303. Telephone: 648-2272
Town Hall Office Hours: Monday, Wednesday and Friday 9:00 A.M.-noon - 1:00 P.M. to 4:00 P.M.

It is the responsibility of the renting party to check with the Office Staff to determine if, and for how many hours, Security Services are needed. Police coverage is **mandatory** while alcohol is being served. Thirty (30) day advance notice is required for scheduling purposes.

Adam Pouliot, Fire Chief: per Life Safety Codes the outside lights **must** be on during any event until the hall is vacated

Brian Milano, Chief of Police: Yes { } No { } Number of hours coverage is required _____
Beginning at _____

****NOTE**** Police coverage is figured at \$168 per officer, payable to "Town of Webster", for a minimum of four (4) hours or as specified by the Chief of Police. Any addition hours will be \$42. per hour.

Revised: January 1, 2009