RICHMOND VETERANS HALL

Resident Use Application
105 Old Homestead Hwy. Richmond NH. 03470
603-239-4232

APPLICATION MUST BE SUBMITTED TO RICHMOND SELECT BOARD THREE WEEKS PRIOR TO THE PROPOSED RENTAL DATE

(waived for funeral receptions for Town residents)

Individual or Organization: _____ Responsible party: _____

Address: _____
Street Phone

Purpose: _____
(Please briefly describe Event & number of attendees anticipated)

Date(s) Requested: _____ Hours of event: _____

HALL RENTAL FEES FOR *TOWN RESIDENTS* FOR PRIVATE FUNCTIONS

Non-Residents may rent the Vets Hall if the event is for/in honor of a Town resident.

_____ Main Hall and Kitchen facilities ** 4 hrs. $50 ____ 8 hrs. $60 _____

_____ Main Hall (no kitchen facilities) ** 4 hrs. $25 ____ 8 hrs. $35 _____

_____ Heating Surcharge (October 1 to May 1) ** $35.00_____

_____ Cleaning/damage Deposit (refundable) $100.00_____

**** waived if funeral reception for Town resident**

APPROVED _____ **TOTAL FEE $**_____
Board of Selectmen

RENTAL FEES DUE ONE WEEK PRIOR TO THE DATE OF INTENDED USE.

- If alcohol is served, Police presence required; paid by the applicant, contact Richmond Police Dept. 239-6007; Police approval must be attached. [$52/hour, min.4 hrs.]
- Certificate of Insurance must be attached; proof of tax-exempt status is required as appropriate.
- All fees must be paid one week prior to hall occupancy, including rental fee and cleaning deposit, heat surcharge and police detail charges as appropriate.
- Same day setup is required, at no extra hourly charge. Prior day setup may be allowed if Hall is not in use for Town meetings, and a heating surcharge will be required.

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USE OF RICHMOND VETERANS HALL

Use of the building is authorized for the following purposes:

- All Town Boards, Committee and Commission meetings, and public functions open to all Town residents without charge.
- Public functions with an event charge open to all Town residents, per rental agreement.
- Private functions sponsored by Town resident(s), per rental agreement.
- Non-profit/tax-exempt organizations sponsoring charitable fundraising events open to the public will not pay a rental fee; the cleaning deposit and heating surcharge will be required.

RULES GOVERNING USE OF THE VETERANS HALL

- The building has been newly renovated and lead paint encapsulated. Please do not affix anything to the walls or trim. Only table top and floor decorations are acceptable.
- Thermostats must be returned to 55 degrees in both the kitchen and main hall.
- Insure all windows are CLOSED and all doors are locked when you leave.
- Smoking is NOT allowed in the building.
- All trash, debris, garbage, etc. generated by the user must be removed from the site by the user or the cleaning deposit will not be refunded.
- Tables, chairs, counters, refrigerator, stove and other equipment must be wiped down after use. Tables and chairs must be returned to the appropriate carrier.
- Bathroom facilities must be left in clean condition and trash removed.
- User is responsible for any damage or loss to property, facilities or equipment.
- In the event of unusual circumstances, which result in the Town building being unavailable for use on the date/time requested, the town assumes no responsibility other than rescheduling or refunding fees paid.

I read the above Rules and agree to comply _____.

Renter Signature