

RICHMOND VETERANS HALL
Resident Use Application
105 Old Homestead Hwy. Richmond NH. 03470
www.richmond.nh.gov
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

Email: _____

Purpose: _____ #/attendees _____
(Please briefly describe Event)

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 **	1-4 hrs. \$125 _____	4- 8 hrs. \$200 _____
_____ Kitchen Only (max of 12 people) **	1-4 hrs. \$25 _____	4- 8 hrs. \$75 _____
_____ Utilities Surcharge (October 1 to May 1) **		\$100.00 _____
_____ Security Deposit (may be partially or totally 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.

- Certificate of Insurance must be attached; proof of tax-exempt status is required as appropriate.
- If alcohol is served, an *Event Liability Insurance Certificate* must be attached. Special permission is required for items such as bouncy house, trampoline, etc.
- All fees must be paid one week prior to hall occupancy, including rental fee and security deposit, utilities 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 utilities 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 security deposit and utilities 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.
- Ensure all windows are CLOSED and all doors are locked when you leave.
- Smoking and vaping 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.
- Disclaimer: The Town of Richmond NH will not be held responsible for injuries/damages that occur during an event. The renter's insurance will be solely responsible.

I read the above Rules and agree to comply _____.

Renter Signature