



Application for Town Hall Meeting Use

Parks and Recreation, Town of Exeter, 32 Court Street, Exeter, NH 03833

communitypermits@exeternh.gov

Representative Information:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Email: _____ Date of Application: _____

Organization Information:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Reservation Information:

Type of Assembly/Meeting: _____ Date: _____

Start Time: _____ End Time: _____ Additional time for set-up/clean-up: _____

of tables: _____ # of chairs: _____

List materials being used for this event: _____

Will food/beverages be served? _____ Description: _____

Requirements:

Rental Fee: For Town Hall use there is a fee of \$125.00 per day. A rental fee waiver may be requested fee in writing.

Cleaning Deposit: A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building was acceptably cleaned, the deposit fee will be returned to the user. No food is allowed in Main Hall of the Town Hall. If food is to be served and/or prepared in foyer or room on the right of the foyer, the electrical outlet cannot exceed 20 amps.

***Tech/AV Services:** There is a fee of \$80 an hour for any Tech/AV services needed. Services must be arranged in advance. Email extvg@exeternh.gov to coordinate.

Liability Insurance Required: Certificate of Insurance and endorsement/provisions to be submitted with completed application.

Required Amount: General Liability/Bodily Injury/Property Damage: \$1,000,000 per occurrence, \$2,000,000 aggregate; the Town of Exeter must be listed as an additional insured.

Keys: Access to a town building after normal business hours requires a key sign out. Forms and keys can be obtained from the Town Manager's office at the Town Office during normal business hours (there is no other option for obtaining a key). A key can be collected up to 24 hours before your event (with the exception of Sunday events).

Signing below acknowledges receipt of and agreement to all rules, regulations and requirements pertaining to the use of a town facility. Access to the 2nd floor is not allowed during events. Bathroom are accessed from outside the Town Hall. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature: _____

Date: _____

Authorized by the Select Board /Designee: _____ Date: _____

Office Use Only:

Liability Insurance: On file In-process

Fee: Paid _____ Paid on: _____