



# OFFICE OF THE SELECTMEN

30 PAYSON HILL ROAD, PO BOX 163

RINDGE, NH 03461

Tel. (603) 899-5181 Fax (603) 899-2101 TDD 1-800-735-2964

## RENTAL OF TOWN PROPERTY Meeting House / Town Hall

Applicant's Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Rental Date: \_\_\_\_\_  
 Purpose of Rental: \_\_\_\_\_ Time (From): \_\_\_\_\_ (To): \_\_\_\_\_  
 Number Attending: \_\_\_\_\_ Capacity Limitation: 150

### Rental Fees / Service Costs

\_\_\_\_\_ Key Deposit – (will be returned when the key is returned, separate check) **\$10.00** \_\_\_\_\_

\_\_\_\_\_ Official Governmental Boards, Committees and Commissions **No Charge**

\_\_\_\_\_ Community or Charitable Organizations: Certificate of Insurance Mandatory\* **No Charge**  
 (Stipulation: All renters must have the Town of Rindge listed on the Certificate of Insurance as **Additional Insured** which relieves the Town of all legal liabilities.)

\_\_\_\_\_ Residents: Certificate of Insurance Mandatory\* **Rental Fee: \$50.00** \_\_\_\_\_  
 (Stipulation: All renters must have the Town of Rindge listed on the Certificate of Insurance as **Additional Insured** which relieves the Town of all legal liabilities.)

\_\_\_\_\_ Non-Residents: Certificate of Insurance Mandatory\* **Rental Fee: \$75.00** \_\_\_\_\_  
 (Stipulation: All renters must have the Town of Rindge listed on the Certificate of Insurance as **Additional Insured** which relieves the Town of all legal liabilities.)

\_\_\_\_\_ Security/Damage Deposit (Refundable: Submit separate check) **Deposit Fee: \$50.00** \_\_\_\_\_  
 (Stipulation: The renter must leave the hall in the same condition it was in prior to Rental, including the removal of all rubbish accumulated during said function. The Deposit will be refunded following inspection of the hall.)

**Total Amount Due:** \_\_\_\_\_

**\*The Certificate of Insurance must be for \$1M per person / \$2M aggregate, naming the Town as an Additional Insured by Endorsement.**

Rental Fee: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_ Check # \_\_\_\_\_  
 Key Deposit: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date Received: \_\_\_\_\_

I have read the regulations stipulated on the reverse side of this form and agree to abide by said regulations as set forth by the Town of Rindge.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Responsible/Insured Party

Rental Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorized Town Official's Signature

# RULES & REGULATIONS SET FORTH BY THE TOWN OF RINDGE

Please be advised that all parties using the Town Hall shall be responsible to abide by the following stipulations:

- 1.) There is absolutely no smoking or alcoholic beverages allowed on said premises.
- 2.) Turn off all lights including bathroom lights and make sure the entrance door is securely closed and locked before leaving the building.
- 3.) The bulletin board may be used for postings and such. The use of tape, staples and tacks are not permitted on the walls.
- 4.) Chairs are to be returned to the racks provided and tables returned to their original places.
- 5.) The hall is to be left in the same condition it was in prior to use of said function. All parties are responsible for clean up and removal of all rubbish accumulated during said function. Failure to comply will result in the Town retaining the security deposit to cover cleaning costs and rubbish removal.
- 6.) The Town Hall key must be returned immediately following said function. Please leave it in the drop box located at the Town Office, lower level back door.
- 7.) All renters agree to indemnify and hold the Town harmless from all liability, which may arise in connection with their use of Town property.

## KITCHEN & VESTRY ROOM

*Both the kitchen and the Vestry are part of the Church and covered under separate agreements. Please contact Jane Hannon @ 899-5789 (leave message) for additional information including availability and rental fees.*

- 1.) Rental of the Town Hall does not include ANY kitchen use. (Including refrigerator, dishes, coffee pots, stove, etc.)
- 2.) Rental of the Town Hall does not include the Vestry Room. The Vestry room is part of the Church.

## POLICE SERVICES REQUIRED

- 1.) At large functions or gatherings to direct traffic and/or for parking purposes.
- 2.) Functions that charge admission or accept donations.

**Please Note:** It is the applicant's responsibility to contact the Police Department (899-5009) in order to schedule special police duty for said function.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Responsible/Insured Party