

# TOWN OF STRATFORD

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## Reservation and/or Rental Application for Events

Town Parks/Fields/Courts, Town Common, Library, Train Station, Fuller Town Hall, Pavilions, or Other Town Property

*Please print (one event or use per form)*

Date of Application: _____	Purpose for use of property _____
Name of Applicant _____	_____
Address: _____	_____
Town, State, Zip: _____	Set Up Time _____
Phone: _____	Clean Up Time _____

Location Requested: <input type="checkbox"/> Town Hall <input type="checkbox"/> Pavilion/Library <input type="checkbox"/> Common <input type="checkbox"/> Pavilion/Hollow <input type="checkbox"/> Ball Field <input type="checkbox"/> Park <input type="checkbox"/> Train Station/Meeting Room	Event Date _____ Event Start Time _____ Event End Time _____
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1. **No parking** on lot or roadway to right of Fuller Town Hall (private posted property).
2. **No use of refrigerators (pavilion only) port-a-potty** (town supplies in summer months only).
3. All requests must be **pre-approved** by Board of Selectmen. A \$60.00 **cleaning deposit** is required (may be returned following town's inspection).
4. Payment due **one week prior** to date requested. Signer of application responsible for safekeeping of key (and for obtaining from town office) for building.
5. Access not to exceed **24 hours before or after** event. Town use takes priority over private use.
6. User agrees to **indemnify town** against injury or loss.
7. No **decorations** may be fastened to building ceiling or walls, except on existing hooks. No window dressing permitted. Inside decorations shall be removed. Furnishings shall be restored to original locations. Outdoor decorations, signs, or other materials brought in shall be removed immediately after event. All food brought in should not be left in refrigerator when leaving.
8. Applicant responsible for removing all **waste** generated by the function from the premises. Town recycles. Anyone using town property must recycle.
9. If at any time during the use of town property a **disorderly** disturbance arises or actions occur in an unlawful manner, immediate evacuation of premises will be ordered, along with forfeiture of all fees.
10. A special permit/license may be required by the State Liquor Commission if dispensing any **alcoholic beverages**. It is your responsibility to obtain this permit if necessary.
11. Properties must be **vacated no later than 10:30 p.m.** If your **nonprofit group or organization** is sponsoring a public function, you may request that the rental fee (but not the cleaning deposit) be waived.
12. **No smoking** in public buildings per RSAs.
13. **No animals** in the food service area per Health Regulations.
14. No immunizations in food service area per Health Regulations.
15. **No open flames** (including candles) in any town building or properties except for BBQ Grill.
16. Renter will have access to **cleaning equipment and supplies**. **Village Park** – clean BBQ Grills. **Pavilion** – Clean BBQ Grills. **If misused grill will be removed.**
17. If it is determined damages have occurred, all **costs to repair** will be billed to applicant.
18. Train Station/Meeting Room to be used for Meetings only.

I/We hereby agree to the above	Approved: Board of Selectmen
_____	_____
<i>Sign</i>	_____
_____	_____
<i>Print</i>	_____
_____	_____
Name of Organization	
Rental Charge for the Town Hall only: <input type="checkbox"/> \$100(non-resident) <input type="checkbox"/> \$75 (resident)	
<input type="checkbox"/> Town Common <input type="checkbox"/> \$25 Hollow Pavilion <input type="checkbox"/> \$75 Pavilion/Library <input type="checkbox"/> \$60 Security Deposit/Day of Event/for any and all rentals	
Total Due: <input style="width: 50px;" type="text"/>	Town of Stratford
Rental Paid: _____	Check #: _____
Deposit Paid: _____	Check #: _____

If a town resident dies and the family wants funeral reception at the town hall, there will be no charge, except a cleaning deposit, which will be returned if the facility is left clean. Check here to reserve   
 We waive the rental fee and cleaning deposit for non-profits/charitables. However, failure to clean the space, remove trash, or damage to the facilities will result in fees being imposed. Check here to reserve