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, Pavilion, or Other Town Property

Please print (one event or use per form)

Date of Application: _____
Name of Applicant _____
Address: _____
Town, State, Zip: _____
Phone: _____

Purpose for use of property
_____
_____
Set Up Time_____
Clean Up Time_____

Location requested ☐ Town Hall ☐ Common ☐ Pavilion ☐ Ball Field ☐ Park ☐ Train Station/Comm. Room

Event Date_____
Event Start Time_____
Event End Time_____

1. **No parking** on lot or roadway to right of Fuller Town Hall (private posted property).
2. **No use of refrigerators or port-a-potty** at pavilion (privately owned).
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.
8. Applicant responsible for removing all **waste** generated by the function from the premises. Town recycles. Anyone using town property must recycle.
9. Any user of town property must carry insurance to cover damages, accidents or liability (homeowner or one-day event). Must provide **proof of insurance** prior to approval of application
10. 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 may be ordered, along with forfeiture of all fees.
11. 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.
12. Properties must be **vacated no later than 11:00 p.m.** unless special arrangement made with Board of Selectmen (not Police Department) prior to event.
13. 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.
14. **No smoking** in public buildings per RSAs.
15. **No animals** in the food service area per Health Regulations.
16. No immunizations in food service area per Health Regulations.
17. **No open flames** (including candles) in any town building.
18. Renter responsible for providing own **cleaning equipment and supplies**.
19. If it is determined damages have occurred, all **costs to repair** will be billed to applicant.

I/We hereby agree to the above

Approved: Board of Selectmen ↓

_____ _____

↑ *Sign on the line above.* ↓ *Print name below*

_____ _____

↓Name of Responsible Person or Organization

_____ _____

Rental Charge for the Town Hall only: ☐$100(non-resident) ☐$75 (resident) ☐$25 Pavilion
Cleaning Deposit: ☐ $60 Total Due: ☐ 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.