**TOWN OF STRATFORD**  
1956 US RT. 3, P.O. BOX 366  
N. STRATFORD, NH 03590-0366  
Phone: 603-922-5533  
FAX: 603 922-3317

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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)*

<table>
<thead>
<tr>
<th>Date of Application:</th>
<th>Purpose for use of property</th>
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</thead>
<tbody>
<tr>
<td>Name of Applicant</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Town, State, Zip:</td>
<td>Set Up Time</td>
</tr>
<tr>
<td>Phone:</td>
<td>Clean Up Time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location requested</th>
<th>Event Date</th>
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</thead>
<tbody>
<tr>
<td>□ Town Hall</td>
<td>Event Start Time</td>
</tr>
<tr>
<td>□ Common</td>
<td>Event End Time</td>
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<tr>
<td>□ Pavilion</td>
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<td>□ Ball Field</td>
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<td>□ Park</td>
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<td>□ Train Station</td>
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<tr>
<td>□ Meeting Room</td>
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</tbody>
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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 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. **Town Hall ONLY**: 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.** unless special arrangement made with Board of Selectmen (not Police Department) prior to event.
12. 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.
13. **No smoking** in public buildings per RSAs.
14. **No animals** in the food service area per Health Regulations.
15. **No immunizations** in food service area per Health Regulations.
16. **No open flames** (including candles) in any town building or properties except for BBQ Grill.
17. Renter will have access to **cleaning equipment and supplies. Village Park** – clean BBQ Grills. **Pavilion** – Clean BBQ Gills. **If grill will be used** will be removed.
18. If it is determined damages have occurred, all costs to **repair** will be billed to applicant.
19. Train Station/Meeting Room to be used for Meetings only.

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I/We hereby agree to the above

Signed:

Print:

Name of 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 #:  

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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.

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 □