



TOWN OF
PETERBOROUGH
ADMINISTRATION
www.townofpeterborough.com

1 Grove Street
Peterborough, NH 03458
Office: (603) 924-8000
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admin@townofpeterborough.us

SELECT BOARD ROOM LEASE AGREEMENT

NAME OF APPLICANT FOR LEASE:

NON-PROFIT ORGANIZATION? Y/N _____

In order to qualify for the non-profit rate, you must provide evidence of your organization's non-profit status.

ADDRESS:

PRIMARY CONTACT PERSON: _____

Contact's Telephone Number – Daytime: _____ Evening: _____

Email Address: _____

SECONDARY CONTACT PERSON: _____

Contact's Telephone Number – Daytime: _____ Evening: _____

Email Address: _____

What is the purpose of your event? _____

Date(s) that rental is requested: Times:

_____ Start Time: _____ End Time: _____

_____ Start Time: _____ End Time: _____

Contact Person to answer any questions from the Public, **if different from**, or in addition to, primary and secondary contact persons:

Name: _____ Telephone Number: _____

Email Address: _____

If applicable, where will tickets for this event be sold? _____

Please note below any conditions or questions that you may have:

The total capacity of the Select Board Room is 50 people.

TERMS AND CONDITIONS

1. The use of the Town House requires the final approval of the Town's designated Staff Person **and** the payment of a rental fee.
2. The rental fee is based on the total hours that the facility is utilized for an event.
3. The Town House shall be left in the same condition that it was in prior to the rental. Any damages will be the responsibility of the Lessee. The Lessee is responsible for contacting Town Staff regarding the operation of lights and public address systems during regular office hours before the event.
4. Smoking is prohibited in the buildings and it shall be incumbent upon the Lessee to enforce this provision.
5. Any deviation from the rate schedule requested in writing from the renting organization and will not be valid until a written response from the Town is issued.
6. There shall be no duct tape, tacks, staples, or transparent type tape affixed to any surfaces without the express written request by the Lessee accepting financial responsibility and written permission granted by the Town.
7. The Town may require a representative to be present in the building during an event. This person is in the employ of the Town to protect the Town's interests and not to take an active part assisting in the event.
8. Events serving alcoholic beverages will need a written request in writing, an insurance certificate of Liquor Liability insurance and a liquor license if applicable, prior to written permission being granted by the Town.
9. The Town reserves the right to require a Police Officer or Officers be on duty during an event and the financial responsibility will be with the renter.
10. Failure to provide the Town with notice of cancellation at least 48 hours in advance may result in the forfeiture of all rent and security deposits made unless in the event of an extreme weather emergency.
11. The Town will assume no responsibility for claims arising due to lack of proper acquisition of copyrights licenses or other legal obligations.
12. All equipment, props or other event-related material must be removed from the building at the conclusion of the event unless other arrangements have been made and approved in writing.
13. The Town is not responsible for any equipment, props, event-related material or belongings of the Lessee, the Lessee's designee(s), patrons or other event-related persons brought to or left in the Town House.
14. All decorative materials need to be approved in advance.
15. Only professionally-made signage advertising the event will be allowed. Signage must conform to the Town's Sign Regulations.
16. The Lessee is wholly responsible for the conduct of all persons within the Town House during the time in which the Lessee, the Lessee's designee(s), patrons or other event-related persons occupy the Town House for pre-event set-up, rehearsals, event or post-event activities.

I/We _____ the undersigned on
(Lessee)

behalf of _____ have read and agree to the
terms outlined within the Town House Select Board Room Rental Agreement.

FEE SCHEDULE

Number of rental hours needed: _____

The fee for room rental is \$20/hour (not to exceed \$100) _____

*Non-profit \$15/hour (not to exceed \$100) _____

Additional charge for equipment use: \$20 _____

Total due: _____

Checks should be made out to 'Town of Peterborough' and reference event date and name on memo line.

Received by: _____

DATE: _____