

Application & Agreement For Use of Town Hall

Applicant _____

Date(s) requested _____

Hours of Event _____

Set up and clean up hours _____

Anticipated number of people attending _____

Equipment needed* _____

Name of Organization _____

Person in charge of event _____ Tel. No. _____

Terms and conditions: It is agreed that the Town does not assume liability for the acts of the person or organization using the facility. All local ordinances for police and fire protection must be observed. If police services are necessary they will be procured and paid for by those using the building. The responsibility for any damage to the building or equipment belongs to the person or organization using the building. Also, areas should be left in the same degree of order and cleanliness as they were found.

*Use of stage lights and/or audio equipment - \$50.00 per event, payable in advance.
Contact the Town Hall - (802) 848-7751 - for more information

A KEY DEPOSIT OF \$25.00 IS REQUIRED

The key may be picked up 24-48 hours before the event and **MUST** be returned within 24 hours of the event. The key deposit will be refunded at that time.

Applicant Signature

Date

Town Clerk Signature

Date

Approved

Denied

Reason Denied _____

Please fill out form and return to Town Hall or email to townclerk@richfordvt.org