

**ALEXANDRIA TOWN HALL
RENTAL AGREEMENT**

The fee for rent of the Alexandria Town Hall is \$200.00, with \$100.00 refundable provided the following conditions are met:

1. The town hall will be left clean and neat; floors washed.
2. All rubbish and garbage must be removed immediately following the function and not left on the premises.
3. Any furniture moved must be returned to its original location.
4. Special or additional appliances needed for a function require approval from the Board of Selectmen.
5. No nails, screws, tacks or similar items can be used on the floor, walls, etc. Tape or string is acceptable.
6. Rest rooms are to be cleaned, no broken fixtures or plumbing.
7. All doors and windows are to be closed and secured at the conclusion of the function and the heat reduced to 55 degrees.
8. All litter around the building and grounds is to be removed.
9. A Certificate of Insurance must be furnished listing the Town of Alexandria as an additional insured whether or not alcoholic beverages will be present. The liability limits must be a minimum of \$1 million.
10. Any and all repairs or cleanup required by the Town of Alexandria will be deducted from the deposit portion of the rental fee. Additional charges over the deposit portion shall be billed to the person renting the facility.
11. Presence of alcoholic beverages: ____ Yes ____ No. If yes, the presence of one police officer per every 100 people is necessary at the expense of the renter. Police officers should not be paid directly. The Town of Alexandria will pay the officer and bill their time to the renter at a rate of \$35.00 per hour. (The \$100 refundable amount of the town hall rental fee may be kept to cover a portion of the cost of the police officer and you will receive a bill for any remaining balance.)

Per Order of Alexandria Board of Selectmen

I have read and agree to the above conditions:

Name/Contact:			
Address:			
Phone Number:			
Sponsoring Organization's Name:			
Purpose of Use & Description:			
Date of Use:			
Start Time		End Time:	

The permitted occupancy for the Town Hall is as follows:

Occupancy standing only: 137 persons; Occupancy seated tables & chairs: 91 persons; Occupancy folding chairs secure together not exceeding 14 seats per row with min. aisle space of 36 inches on both ends: 125 person

****DO NOT OPERATE THE CURTAINS ON THE STAGE****