

## ALEXANDRIA TOWN HALL RENTAL AGREEMENT

The Alexandria Town Hall, built in 1913, is listed on the New Hampshire State Register of Historic Places. Its unique design for a New Hampshire Town Hall and minimum alterations since that time makes it a historic structure worth saving. As a renter of the property, we ask that you keep this designation in mind. The permitted occupancy for the Town Hall is as follows: Occupancy standing only: 137 people; Occupancy seated tables & chairs: 91 people; Occupancy folding chairs secure together not exceeding 14 seats per row with min. aisle space of 36 inches on both ends: 125 people.

|  |  |                  |  |
|--|--|------------------|--|
| <b>Name/Contact:</b>                     |  |                  |  |
| <b>Address:</b>                          |  |                  |  |
| <b>Phone Number:</b>                     |  |                  |  |
| <b>Sponsoring Organization's Name:</b>   |  |                  |  |
| <b>Purpose of Use &amp; Description:</b> |  |                  |  |
| <b>Date of Use:</b>                      |  |                  |  |
| <b>Start Time</b>                        |  | <b>End Time:</b> |  |

**The following must be submitted at the time of application:**

The appropriate rental fee, including payment for police presence if alcoholic beverages will be served. (see below for details)

**INDEMNIFICATION: Definitions:** Indemnitor – User of Town Property, Indemnatee – Town of Alexandria

Indemnitor agrees to indemnify indemnatee from any and all liability, loss, or damage including but not limited to bodily injury, illness, death or property damage that indemnatee becomes legally obligated to pay as a result of claims, demands, costs of judgments against indemnatee arising out of use of Town Property caused by or arising out of the negligence, fault breach of use permit or strict liability of the indemnitor, the indemnatee or third parties whether such negligence, fault breach of use permit or strict liability is sole, joint, or several.

**The fee for rent of the Alexandria Town Hall is \$200, with \$100 refundable providing the following conditions are met:**

1. The Town Hall must 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, including litter around the building and grounds.
3. Any furniture moved must be returned to its original location.
4. No nails, screws, tacks or similar items can be used on the floors, walls, etc. both inside and outside. Tape or string is acceptable and must be removed at the conclusion of the function.
5. Rest rooms are to be cleaned, no broken fixtures or plumbing.
6. All doors and windows are to be closed and secured at the conclusion of the function and the heat reduced to 55 degrees.
7. 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.
8. Town Hall key has been returned.

**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 \$60.00 per hour. The required minimum deposit is \$180 (3 hours at \$60/hour). Any event lasting over 3 hours will be billed for the additional hours required.

I also agree to the above statements and instructions. I understand that use of Town Property is a privilege extended to be and that this permit may be cancelled with no notice due to a Town Emergency requiring use of said property. Failure to comply with the requirements of this permit as outlined below shall result in cancellation of this permit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

☐ Approved. Restrictions:

☐ Denied. Reason(s):

Date: \_\_\_\_\_

**Fees collected:**

Rental Fee Amount: \_\_\_\_\_ Cash: \_\_\_\_\_ Check: \_\_\_\_\_

**\*\*DO NOT OPERATE THE CURTAINS ON THE STAGE\*\* \*\*NO SMOKING IS ALLOWED IN THE BUILDING\*\***