

TOWN HALL RENTAL CONTRACT

5. **Police coverage** at the event is at the discretion of the Police Chief. If police coverage is necessary, then the renter is responsible for contacting the Police Department and paying compensation wages for each assigned officer at a rate of \$28.50/hour (which covers the Officer's rate, insurance, and additional town overhead expenses) for a four-hour minimum. To be billed after the event, by the G.P.D. The consumption of alcoholic beverages will require a police officer. Ticket sales at the door will require a police officer. Call 547-2535 for more information.

Coverage necessary? Yes No
If yes, how many officers required? _____

Chief's Signature: _____ Date: _____

6. The Board of Selectmen must approve any decorations. There must be no nails, staples, tacks or scotch tape inserted or stuck to the walls, floors or doors in the Town Hall.
7. The renter is responsible for removing all trash immediately after the event. All chairs, tables and any town property used will be kept clean and put back in the proper place. After each use the stoves and kitchens (if used) shall be cleaned. Sweep and/or mop the floors as necessary.
8. No harsh chemicals or oils are to be used or put on the floors. No abrasive substances, such as cornmeal, etc. may be used.
9. **NO SMOKING** is allowed anywhere IN the building.
10. No alcoholic beverages are allowed outside the building.
11. Make sure all lights and appliances are turned off upon leaving. Please turn the heat down to 58 when you leave.
12. The Town Hall must be locked when unattended. You are responsible. (It must be unlocked during the event.) A key may be obtained from the Town Office prior to the event.
13. No parking on the grass.
14. Do not block the exits. Do not block the fire or electrical panels with tables or chairs.
15. Any and all "Town" groups may use the Town Hall for regular meetings at no charge. Any function by a town group beyond their regular meetings must reimburse the Town a fee of \$15.00 per function to offset the cost of utilities.
16. Any violation of the above policies may be cause for withholding the security deposit. The Board of Selectmen reserve the right to deny rental or use to any group or persons who do not abide by these agreements or who does excessive damage to the facility.

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Additional Renter's Information:

Organization: _____

Contact Person: _____

Address: _____

Phone #: _____

I/WE AGREE TO ABIDE BY THE POLICIES AND ORDINANCES OF THE TOWN OF GREENFIELD, N.H. AND ASSUME ANY/ALL RESPONSIBILITY FOR THE MISUSE OF THE TOWN HALL BUILDING AND PROPERTY DURING THE RENTAL PERIOD.

Signature: _____ Date: _____

Board of Selectmen, Town of Greenfield:

Approved Denied

Signature(s): _____ Date: _____

_____ Date: _____

_____ Date: _____