

# TOWN OF LISBON, NEW HAMPSHIRE

Incorporated 1763

## OFFICE OF SELECTMEN

46 School Street

Lisbon, New Hampshire 03585

Tel: 603-838-6376

Fax: 603-838-6790

## REQUEST FOR USE OF LISBON TOWN HALL

### RULES AND REGULATIONS

- A. NO SMOKING in the town hall.
- B. The hall is used for several purposes during the winter months and tracking damaging sand and salt on the hardwood floor is a major problem. There are mops and buckets in either the closet under the stairs to the second floor or the one located by the left stage exit. Please be sure to dry mop the floor after using the facility.
- C. Keeping the kitchen area clean is also a concern. Using cups and dishes and leaving them for someone else to clean up is not acceptable. Mopping the kitchen floor after use is also important to protect the quality of the finish. Any cost incurred for additional clean-up will be billed to the applicant.
- D. Closing doors when leaving the stage area and kitchen. Not heating the hall and stage area draws the heat from the offices and entry area causing a draw on the heating system and fuel use.
- E. Our trash policy is carry in and carry out. Take your trash with you.
- F. A certificate of insurance must be submitted with the request form.
- G. Fees for use of the Town Hall shall be as follows:

Residents, private functions	\$100.00
Non-residents, private functions	\$125.00
Local non-profit organizations	\$ 50.00

Fees for multi-day events shall be assigned by the selectmen on a case-by-case basis.

Winter events shall be subject to a surcharge of \$25.00 (November – May).

A cleaning deposit of \$50 may be required for large functions.

- H. All required insurance binders and rental fees must be submitted along with the request form.
- I. If use is during regular business hours, please try to keep the noise down and floors cleared of coats, boots, etc as it can present a safety issue.
- J. When there are alcoholic beverages on the premises, it may be necessary for a police officer to be on duty, at the expense of the party using the hall. The cost of an officer present will be at a cost of \$50.00 per hour, with a four-hour minimum. Any time over four hours will be billed on an hourly basis. Prior approval is required by the Chief of Police.
- K. Please check in and out with the Police Department.
- L. Please turn off all lights.

If you should have any questions, please feel free to call at the above phone number. Thank you for your anticipated cooperation.

# REQUEST FOR USE OF LISBON TOWN HALL

NAME AND ADDRESS OF ORGANIZATION OR PERSON MAKING REQUEST:

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CONTACT PERSON (INCLUDING TELEPHONE NUMBER):

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REQUESTED DATE(S): \_\_\_\_\_ TIMES: \_\_\_\_\_

DESCRIPTION OF FUNCTION:

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EXPECTED NUMBER OF PEOPLE \_\_\_\_\_

WILL THERE BE ALCOHOLIC BEVERAGES? \_\_\_\_\_ YES \_\_\_\_\_ NO

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**You will be contacted within one week of submitted application.**

APPROVED / DENIED

FEES: \_\_\_\_\_

CONDITIONS/COMMENTS:

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APPROVAL

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