

Contract for Rental of the Salisbury Town Hall

Office of the Selectmen

PO Box 214, Salisbury, NH 03268

Phone: (603) 648-6321

Email: salisburymuniasst@tds.net

1) Person(s) / Organization Renting Town Hall :

Name : _____

Address : _____

Phone Numbers : (H) _____ (W) _____ (C) _____

Email Address : _____

2) Rental Dates : _____ **Time :** _____

3) Event / Purpose of Rental : _____

4) Estimated Attendees : _____ **Alcoholic Beverages? :** () Yes () No

5) Total Rental Fee : \$250 This includes the rental reservation fee of \$150 and security deposit of \$100. The security deposit may be refunded upon inspection of the Town Hall and return of the key.

IMPORTANT NOTE : Security services are required if alcoholic beverages are available at the event. The applicant must contact Boscawen Police at (603) 753-9124 to arrange police coverage for the event. If Boscawen PD is not available, applicant must contact other Towns. Police coverage will be charged at the Police Department's hourly rate, per officer. Applicant will be billed by the PD providing security services. ***Written or emailed proof of service must be sent directly from the Police Department to the Selectmen's office prior to the event.***

I have read this contract and attached Rules & Conditions and agree to abide by them.

Applicant

Date

Town of Salisbury Representative

Date

Salisbury Town Hall Rental

Rental of the Salisbury NH Town Hall is available to residents for private functions and town organizations for the purpose of fundraising events and social functions. No commercial enterprises are allowed. Contact the Selectmen's Office at 648-6321 or 648-6320, or email salisburymuniasst@tds.net or salisburyadmin@tds.net for more information.

Total Rental Fee is \$250
Includes Reservation Fee \$150 & Security Deposit \$100.

NOTE : The security deposit may be refunded upon inspection of the Town Hall and return of the key. **The rental fee may be waived for town organizations by the Board of Selectmen but must follow the procedure of filling out the contract to rent and follow all regulations.**

Regulations To Be Followed

- Maximum capacity is 125 people.
- NO SMOKING in the building!
- NO ALCOHOL without Police presence. Security services for your event are necessary if alcoholic beverages are available at your event. Applicant must contact Boscawen Police (753-9124) to make arrangements for police coverage for the event. If Boscawen PD is unavailable, renter must reach out to other towns. **NOTE:** Police coverage is figured at an hourly rate, per officer, at their detail rate and is billed directly to you by the Police Department that supplies the services.
- Renter shall be responsible to defray all costs that may be incurred by the Town of Salisbury in restoring & returning the Town Hall to its former condition due to damages caused during the event for which the hall has been contracted. This liability shall apply to all users whether a fee has been charged or not.
- WATER IS NOW POTABLE – A water purification system was installed in 2018.
- Treat and use all furniture and kitchen equipment appropriately.
- AFTER USE OF HALL, BEFORE LEAVING :
 - Set thermostat to 60° during winter months or
 - Ensure thermostat is in off position during summer months
 - All trash (including bathroom wastebaskets) must be picked up and removed from the premises by user of the hall
 - All furniture is to be put away – chairs returned to cart / tables on the stage
 - Town Hall is to be cleaned and mopped, if necessary
- Signed rental contract must be returned with appropriate fee within 30 days of event to confirm and hold for date requested.
- Persons or organizations violating rules will forfeit their right to future use of the Town Hall.
- The Town reserves the right to inspect the activities being conducted at the Town Hall at any time.
- Rental Emergency questions to be directed to a Selectman or Town Administrator April Rollins.