

# CONTRACT FOR RENTAL OF THE SALISBURY TOWN HALL

Office of the Selectmen

PO Box 214, Salisbury, NH 03268

603-648-6321 – [salisburymuniasst@tds.net](mailto:salisburymuniasst@tds.net)

1. PERSON/ORGANIZATION RENTING HALL:

Organization/Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

2. RENTAL DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

3. PURPOSE OF RENTAL: \_\_\_\_\_

4. EST. ATTENDENCE: \_\_\_\_\_ ALCOHOLIC BEVERGES: ( ) YES ( ) NO  
Security services for your event are necessary if alcoholic beverages are available at your event. Applicant must contact Boscawen Police Department (#753-9124) to make arrangements for police coverage for the event. **NOTE:** Police coverage is figured at an hourly rate, per officer, billed directly to you by the Police Department that supplies the services at their detail rate.

5. TOTAL RENTAL FEE \$250.00 – INCLUDES RESERVATION FEE: \$150.00 & SECURITY DEPOSIT: \$100.00. **NOTE:** Security deposit will be refunded upon inspection of the hall and return of the key.

**THERE IS NOT SMOKING IN THE TOWN HALL!**

I HAVE READ THE CONTRACT, THE ATTACHED RULES & CONDITIONS AND AGREE TO ABIDE BY THEM.

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
Town of Salisbury Representative Date

Rev 5/14 kad  
Rev 1/15 kad  
Rev 4/19 jc

# Town of Salisbury

## Use of Town Hall

Rental of the Town Hall is for town residents and/or organizations only.

Contact the Selectmen's Office to inquire for availability.

603-648-6321 - salisburymuniasst@tds.net or 603-648-6320 - salisburyadmin@tds.net

TOTAL RENTAL FEE \$250.00 – INCLUDES RESERVATION FEE: \$150.00 & SECURITY DEPOSIT: \$100.00. **NOTE:** Security deposit will be refunded upon inspection of the hall and return of the key.

**Fee waived for town organizations but must follow procedure of filling out the contract to rent and follow all regulations.**

### Regulations to be followed:

The Town Hall is available to residents for private functions and town organizations for the purpose of fundraising events and social functions; therefore, there will be NO commercial enterprises allowed. Maximum capacity is 125 people.

1. NO SMOKING IN THE BUILDING.
2. 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 Department (753-9124) to make arrangements for police coverage for the event. **NOTE:** Police coverage is figured at an hourly rate, per officer, billed directly to you by the Police Department that supplies the services at their detail rate.
3. Renter shall be responsible to defray all costs that may be incurred by the Town of Salisbury in restoring & returning said property to its former condition due to damages 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.
4. WATER IS NOW POTABLE – WATER PURIFICATION INSTALLED IN 2018.
5. TREAT/USE ALL FURNITURE AND KITCHEN EQUIPMENT APPROPRIATELY.
6. BEFORE LEAVING AFTER USE OF HALL:
  - a. Set thermostat to 60° during winter months or
  - b. Ensure thermostat is in off position during summer months
  - c. **All** trash, (including bathroom wastebaskets), must be picked up and removed from the premises by user of the hall
  - d. All furniture to be put away – chairs returned to cart/tables on the stage
  - e. Hall to be cleaned and mopped if necessary
7. Signed rental contract must be returned with appropriate fee within 30 days of event to confirm and hold for date requested.
8. Persons or organizations violating rules will forfeit their right to future use of the hall.
9. The Town reserves the right to inspect the activities being conducted at the hall at any time.
10. Rental Emergency questions to be directed to a member of Board of Selectmen or Town Administrator April Rollins.