



**TOWN OF DEERING**  
**Deering Board of Selectmen**  
**762 Deering Center Road**  
**Deering, NH 03244**  
**Phone: (603) 464-3248 Fax: (603) 464-3804**  
**www.deering.nh.us.**

<b>TOWN HALL RENTAL AGREEMENT</b>
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Name of Organization:		
Date(s) of Use:		
Set Up Time:	Actual Event Start Time:	End Time:
Type of Function:		
Expected Attendance (maximum capacity 182 people):	Resident:	Non-resident:
Any Type of Alcoholic Beverage Being Served? (Police Officer(s) will be required)	Yes:	No:
Type of Entertainment:		
If music, type of music:		
Not For Profit Organization?	Yes:	No:
(If for profit, give details in Comment Section)		
Are any fees to be charged to people attending the function?	Yes:	No:
(If Yes, give details in Comment Section)		

Person in Charge:		
Address:		
Telephone No.:	Home:	Work:

**WAIVER: I HAVE READ AND UNDERSTAND THE PROCEDURES AND REQUIREMENTS FOR USING THE TOWN HALL AND FURTHER UNDERSTAND THAT THE TOWN OF DEERING CANNOT BE HELD LIABLE FOR ANY CLAIMS INCIDENTAL TO THE CONDUCT OF THE ACTIVITIES. I ALSO ACKNOWLEDGE THAT I AM 21 YEARS OR OLDER.**

Signature:

Date:

COMMENTS:

**FOR OFFICE USE ONLY**

Request received on:	Request received by:	Request approved by:	Request denied by:
Police Officer(s) needed:	Times for Police:	Approved by Police Dept:	
Rental fee \$50.00 charged:	Police Cost @ \$ _____/hour:		
Total charge to be paid two weeks prior to use:			
Date copy sent to applicant:			
<i>Police officer on duty will lock up building. Any additional time required for the police officer will be billed in 30-minute increments.</i>			



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**RULES AND PROCEDURES FOR USING THE TOWN HALL**

- \_\_\_ 1. The Administrative Assistant will be the agent for reservation and rental of the Town Hall. Arrangements for pick up and return of the key will be made with the Administrative Assistant. Keys must be returned within 24 hours.
- \_\_\_ 2. All lights must be turned off before leaving the building. (Please check that stove is off).
- \_\_\_ 3. The front door must be locked when leaving.
- \_\_\_ 4. All windows to be closed before leaving.
- \_\_\_ 5. No taping of decorations to inside or outside of doors, walls, ceiling or lights, tables or chairs.
- \_\_\_ 6. Smoking anywhere in the building is strictly forbidden.
- \_\_\_ 7. All groups using the building must provided proper supervision. Misuse of the building will results in termination of the organization or groups use of the building.
- \_\_\_ 8. All users will be responsible for cleaning up after any activity, including, but not limited to picking up trash, sweeping floors, and arranging the rooms back to their original state.
- \_\_\_ 9. Please bag all trash and remove from the premises.
- \_\_\_ 10. All users will be held accountable for any damages caused by their usage of the building.
- \_\_\_ 11. Use of alcoholic beverages in the Town Hall must have specific approval from the Town and require at least one officer on duty per x people attending. Any organization or group given permission to use alcoholic beverages is responsible for obtaining all other permits needed for such use.
- \_\_\_ 12. No fog machines or pyrotechnic devices are allowed in building. If alarms are set off fines will be imposed on users.
- \_\_\_ 13. Sound levels must be kept at a reasonable level.

**Any serious violation of these rules could mean immediate shutting down of the party or social event in the Deering Town Hall by the Deering Police Department.**

**Your cooperation with these rules and procedures is greatly appreciated.**

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

*Emergency contact: Deering Police Department - 464-3127*