

**TOWN OF TOWNSHEND  
TOWN HALL RENTAL POLICIES AND APPLICATION**

All events are subject to selectboard approval.

**Rules:**

The town hall is alcohol free unless accompanied by a licensed catering application and selectboard approval.

- The town hall is a no smoking facility.
- No decorations may be hung that damage the walls.
- The balcony and the upstairs porch are restricted and not to be used.
- Selectboard approval is needed for any contract that varies from the terms listed above.

**Cleaning Deposit:**

There will be a cleaning/damage deposit of \$150.00 to be paid to the town clerk two weeks in advance of the rental date. The hall shall be cleaned within 24 hours of the rental period. When the key is returned the hall is inspected and found to be in good order the deposit will be returned. If there are any damages or missing items from the hall the cost to repair or replace items is the sole responsibility of the organization or person(s) who reserve the hall. Property in the town hall shall not be removed from the premises.

**Cleaning Checklist:**

return tables and chairs (do not drag)

sweep floors

wash dishes and return to cupboards

wipe down all surfaces including tables and chairs

\_\_\_\_\_ clean bathrooms

all trash (inside and outside) must be removed from the building

\_\_\_\_\_ secure building - windows and doors

**Fee Schedule: All rentals include use of the kitchen facilities.**

Local Non-profit Organizations will not be charged rental fees except winter heating charge. They will, however be required to make the Cleaning Deposit.

**Businesses, Individuals, and For-Profit Organizations:**

**DINING ROOM**

Resident/Townshend taxpayer                    \$ 50.00

Non-resident    75.00

**UPSTAIRS HALL\***

Resident/Townshend taxpayer                    100.00

Non-resident    150.00

\*heating charge 11/1-3/1                            500.00

**TOWN HALL RENTAL APPLICATION**

**Name of Organization or Individual** \_\_\_\_\_

**Contact Person and Telephone Number** \_\_\_\_\_

\_\_\_\_\_ **Date and Type of Event**

**Selectboard approval date** \_\_\_\_\_

**Date of Deposit** \_\_\_\_\_ **Town Clerk** \_\_\_\_\_

**Maintenance inspector** \_\_\_\_\_

**Date of return** \_\_\_\_\_ **Amount of Return** \_\_\_\_\_ **TC initials** \_\_\_\_\_

**Comments:** \_\_\_\_\_

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