



CONTRACT FOR USE OF MONROE TOWN HALL

Location Address: 50 Main Street Monroe, NH 03771	<u>Capacity</u>	<u>Dining</u>	<u>Gym</u>
	standing	271	442
	bench seating	170	310
	table seating	130	210

Date(s) Requested _____
 Time Requested _____ to _____
 (include setup and cleanup time)

Check Locations Needed kitchen/dining room _____ Gym _____

Will the handicap lift be needed: Yes * _____ No _____
 * If yes, have you been trained to use the lift Yes _____ No _____

Person(s) Event to be Held For: Name: _____
 Address: _____

Type of Event to be held _____

Requester Information

Name: _____
 Address _____
 Relationship to Person(s) event is for _____
 (If not for a resident or taxpayer of Monroe)

I agree to all the terms listed and assume full responsibility for any damage to the hall caused by the function. I also agree to supervise the hall at all times and make sure the building is locked and secured following the function.

Signature of Requester _____ Date _____
 Contact Phone Number: _____

The following rules shall be adhered to in the use of Town Hall:

1. The use of the Town Hall shall be at the discretion of the Selectmen and not approved until signed by requester and Selectmen or their appointee.
2. The Event must be for a **Resident** or **Taxpayer** of the Town of Monroe or their **Grandchild, Child, Parent, Grandparent, or Sibling**.
3. Business events are limited to businesses whose registered address is in the Town of Monroe.
4. Fundraisers, Dances and other group functions not addressed above are at the discretion of the Selectmen or their appointee.
5. No bounce houses, dunk tanks or similar items are to be used anywhere on Town Hall property.
6. The Hall is to be picked up, cleaned and left in good order. If the building is not left in good order, the users will charged a fee for the extra work to clean and repair any damages to the building.
7. Selectmen have the right to request that any event have a Police Officer on duty.
8. Loud music and noise will not be tolerated and if such does occur, with complaints, the building will be closed and everyone will be asked to vacate the premises immediately.
9. Keys for using the Town Hall must be picked up during regular Town Office hours.
10. Keys must be returned to the Town Office in a timely manner after the event. If not returned, there will be a \$10 charge to the requester.

Board of Selectmen _____

