

APPLICATION TO USE TOWN PROPERTY

Please check all that apply:	Whipple Town Hall <input type="checkbox"/>	New London Inn Common <input type="checkbox"/>	Little Common (Near Info Booth) <input type="checkbox"/>
Syd Crook Conference Room (Town Office Building) <input type="checkbox"/>	Whipple Town Hall Conference Room <input type="checkbox"/>	Town Common/Bandstand <input type="checkbox"/>	Other: _____

NAME AND CONTACT INFORMATION OF INDIVIDUAL/ORGANIZATION REQUESTING USE:
NAME: _____ ORGANIZATION: _____
ADDRESS: _____
PHONE #: _____ CELL #: _____ EMAIL: _____

DESCRIPTION OF EVENT/ACTIVITY
<p>DATE(S) REQUESTED: _____</p> <p>TIME(S) REQUESTED: _____</p> <p>*If necessary, please attach a list of dates to this form</p> <p>TYPE OF FUNCTION: SOCIAL _____ RELIGIOUS _____ FUNDRAISING _____ OTHER _____</p> <p>ANTICIPATED NUMBER OF ATTENDEES: _____</p>

FEES & REFUNDABLE DEPOSITS

All payments must be made in advance by cash or check (made out to the Town of New London).

Local Organizations: 12 hours or less = \$25 13-24 hours = \$35

Outside of Town Organizations/Non-Resident: 12 hours or less = \$50 13-24 hours = \$75

There is a mandatory refundable deposit for use of all Town properties, as noted here:

Whipple Hall, Whipple Hall Conference Room, Syd Crook Conference Room = \$50

New London Town Common, New London Inn Common, or the Little Common = \$100

ACKNOWLEDGEMENT:

As a representative of the above organization, I have read and agree to the terms provided by the Town for use of the space referenced on this form. I am attaching a check in the amount of \$ _____ to cover the rental charge, and a deposit in the amount of \$ _____ refundable upon completion of the event where property has been left in a clean and orderly condition, including the removal of all refuse and re-setting of all furniture and appliances to their proper place, as applicable. I also understand that this reservation may be revoked at any time, with notice, based on the needs of the Town.

Signature: _____ Printed name: _____

Date of Application: _____

Check #: _____ Amount: \$ _____
Check #: _____ Amount: \$ _____

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OTHER CONSIDERATIONS

I understand that I am responsible for contacting the various departments/personnel responsible for the following, depending on the needs/requirements of my event:

- Zoning Administration (temporary sign permits for advertising the event) – Lucy St. John: zoning@nl-nh.com or 526-4821 x16
- Sanitation (if large quantities of refuse are expected) – Richard Lee: nlhd@nl-nh.com or 526-6337
- Town Office (if electrical outlet at bandstand is required) – Kristy Heath: office@nl-nh.com or 526-4821 x10

HOLD HARMLESS AGREEMENT FOR USE OF TOWN PROPERTY

The undersigned agrees to indemnify and hold harmless the Town of New London and its employees from any and all loss, cost (including attorney’s fees), damages, expense and liability in connection with claims for property damage, bodily injury or death of any person which may arise out of the use of the properties owned by the Town of New London.

NAME OF ORGANIZATION: _____

NAME OF ORGANIZATION REPRESENTATIVE AND TITLE: _____

SIGNATURE: _____ DATE: _____

APPROVAL (FOR SELECTMEN USE ONLY)

APPROVED	<input type="checkbox"/>	SELECTMAN	
DENIED	<input type="checkbox"/>	SELECTMAN	
DATE: _____		SELECTMAN	

NOTES OR SPECIAL REQUESTS BY THE BOARD OF SELECTMEN
