

**TOWN HALL RENTAL AND USE AGREEMENT**

Date: (Day and Time) \_\_\_\_\_

Name / Address \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

FEE: \_\_\_\_\_ Upper Level \$50 Lower Level \$25 Both \$75

The **RENTING/USING PARTY** shall be responsible for the following:

1. Picking up KEY in the Selectboard's Office on Thursday before 4 pm and returning key on the same date via the lockbox outside the Town Offices doorway
2. Setting up and putting away any and all tables and chairs used for the event. Tables and chairs are to be returned to their proper place.
3. Cleaning building and removing all decorations in their entirety.
4. Taking proper care of floors, walls and ceilings, ie., **NO** thumbtacks, nails, etc. are to be used anywhere in the Town Hall or Lower Town Hall. **USE SCOTCH TAPE ONLY!**
5. **REMOVING ALL TRASH** from the Building and disposing of at an off-site facility.
6. Any damages to the Building during the rental period, being the time the **RENTING/USING PARTY** has possession of the Key and access to the Building.
7. Enforcing the State law of **NO SMOKING ALLOWED** in the entire Town Hall building.
8. During winter months (November through March), assuring that thermostat is turned to 58 degrees upstairs and/or downstairs. **Failure to do so may result in a heating charge for RENTING/USING PARTY.**
9. ANY LIQUOR USAGE requires liquor liability insurance per the Alcoholic Beverages Control Commission. Please see the Administrative Coordinator for details.
10. Commercially packed food and container beverages only can be sold. Please contact Board of Health if you have a special request. BOH must sign off on any variance and attach variance to this contract.

In the event of non-compliance, a fee of \$15.00 per hour will be charged to the **RENTING/USING PARTY** to return the premises to a satisfactory condition. An additional fee of \$20.00 will be charged for the loss of the key. The determination of a satisfactory condition shall be determined by a representative of the Town of Petersham and the **RENTING/USING PARTY**.

X _____ Signature of Renting/Using Party	_____ Renter/Organization Date Key Picked Up _____ Date Key Returned _____ RENTAL FEES (per day)
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*TOWN HALL Upper Level \$50.00 Lower Level \$25.00 Both Levels \$75.00*

Date Payment received \_\_\_\_\_ Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_

Any organization will be charged the regular rental fee if at least 24 hours cancellation notice is not given to the office during regular business hours.