



Application for Use of Town Facility

Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

Faxed #: 603-772-4709 or emailed: twmgr@town.exeter.nh.us

Facility Requested:

Wheelwright Room

Nowak Room

Representative Information:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Email: _____ Date of Application: _____

Organization Information:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Reservation Information:

Type of Event/Meeting: _____ Date: _____

Times of Event: _____ # of tables: _____ # of chairs: _____

List materials being used for this event: _____

Will food/beverages be served? _____ Description: _____

Requirements:

Cleaning Deposit: A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building acceptably cleaned, the deposit fee will be returned to user.

Liability Insurance Required: The Town requires liability insurance to be submitted with this completed application. Required insurance amounts: General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000. The Town of Exeter must be listed as additional insured.

Keys: Access to a town building after normal business hours requires a key sign out. Forms and keys can be obtained from the Town Manager's office at the Town Office during normal business hours (there is no other option for obtaining a key). A key can be collected up to 24 hours before your event (with the exception of Sunday events).

Signing below acknowledges receipt of and agreement to all rules, regulations and requirements pertaining to the use of a town facility. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature: _____ Date: _____

Authorized by the Board of Selectmen/Designee: _____ Date: _____

Office Use Only:

Liability Insurance: On file In-process Will receive by _____

Fee: Paid Will pay by _____ Non-profit fee waiver requested