



# 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: [townmgr@town.exeter.nh.us](mailto:townmgr@town.exeter.nh.us)

Facility Requested: Town Hall (Main Floor)  Town Hall Stage  Bandstand

### Representative Information:

Name: Emily Quirk Address: 111 New Hampshire Ave.  
Town/State/Zip: Portsmouth NH 03801 Phone: 603-570-2204  
Email: equirk@seacoastonline.com Date of Application: 10/3/12

### Organization Information:

Name: Exeter News-Letter/GFWC Address: same as above  
Town/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

### Reservation Information:

Type of Event/Meeting: Candidates forum sponsored by Exeter News-Letter + GFWC Date: Tuesday Oct 23  
Times of Event: 6:30 pm - 9:30 pm Times needed for set-up/clean-up: Set up 6 pm Clean up 9 pm  
# of tables: 4 # of chairs: 50  
List materials being used for this event: tables, chairs, microphones, agendas  
Will food/beverages be served? No 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 was acceptably cleaned, the deposit fee will be returned to the user. No food is allowed in Main Hall of the Town Hall. If food is to be served and/or prepared in foyer of Town Hall, the electrical outlet cannot exceed 20 amps. For more information call Kevin Smart, Maintenance Superintendent at 773-6162 prior to use.

**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.

**Rental Fee:** For Town Hall use there is a fee of \$75.00 per day, a payment of \$250 may be required for use of main floor and stage for more than a single day. You may request a waiver of the rental fee in writing.

**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: Emily Quirk Date: 10/3/12

Authorized by the Board of Selectmen/Designee: [Signature] Date: 10/15/12

Office Use Only:

Liability Insurance: On file  In-process  Will receive by \_\_\_\_\_  
Fee: Paid  Will pay by \_\_\_\_\_ Non-profit fee waiver requested



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Facility Requested: Town Hall (Main Floor)  Town Hall Stage  Bandstand

### Representative Information:

Name: "Sandy" Martin Address: 127 Water Street  
Town/State/Zip: Exeter Phone: 778-0822  
Email: sandy.m@mfec.com Date of Application: 10-1-12

### Organization Information:

Name: Seacoast Idol Address: 127 Water Street  
Town/State/Zip: Exeter Phone: 778-0822

### Reservation Information:

Type of Event/Meeting: Auditions Date: May 4<sup>th</sup> & 5<sup>th</sup>, 2013  
Times of Event: All day Times needed for set-up/clean-up: before May 4<sup>th</sup>  
# of tables: 6 # of chairs: All  
List materials being used for this event: Paper + Pens Sound Equipment  
Will food/beverages be served? No! Description:

### Requirements:

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*we request a waiver due to not-for-profit status.*

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Applicant signature: *[Signature]* Date: 10-1-12

Authorized by the Board of Selectmen/Designee: *[Signature]* Date: 10/15/12

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### Representative Information:

Name: "Sandy" Martin Address: 127 Water Street  
Town/State/Zip: Exeter Phone: 778-0822  
Email: sandy@mfe.com Date of Application: 10-1-12

### Organization Information:

Name: Seacoast Idol Address: 127 Water Street  
Town/State/Zip: Exeter Phone: 778-0822

### Reservation Information:

Type of Event/Meeting: Seacoast Idol Event Date: May 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 2013  
Times of Event: All day Times needed for set-up/clean-up: May 17<sup>th</sup>  
# of tables: 12 # of chairs: All  
List materials being used for this event: Paper & Pens/Pencils and Sound Equipment  
Will food/beverages be served? outdoors Description: Soft drinks / light fare

### Requirements:

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