

APPLICATION FOR THE USE OF WARREN TOWN HALL

Submitted to Select Board, Town of Warren

Revised October 2, 2002

Applicant's Name: _____

Applicant's Address: _____

Tel. No. (s): _____ Proposed Date(s): _____

Hours of Use: _____ Floors requested? ___ Basement ___ middle ___ top

Description of Proposed Use: _____

Total (Maximum capacity for building is 149) Number of People: _____

Do you plan to use / provide / serve / allow: (circle all the preceding that apply)

{ } Food { } Entertainment (bank, other music, theatre, other - please explain)

Presence or consumption of alcoholic beverages on the premises is prohibited.

I understand and agree that I will be held solely responsible for any violation of the terms of this permit and for any damage to any town property. I agree to hold the Town of Warren harmless from, and indemnify it from all actions arising out of the proposed use.

Date: _____

Signature of Applicant

{ } Approved subject to any conditions listed below and to payment of all fees.

{ } Denied.

Conditions: _____

WARREN SELECT BOARD: _____ Chairman

Hours

Use is limited to 10:00 p.m. Please contain your event to the inside of the building and try to leave quietly out of consideration for the neighbors. **No live bands or loud music of any kind will be allowed without prior written approval.** We have had serious problems in the past and regretfully have been forced to make this decision.

General Use

- 1) The presence or consumption of alcoholic beverages on the premises is prohibited.
- 2) After your event, please turn the thermostat down to 60 and lock up as you leave.
- 3) During the winter, please leave the bathroom doors open when not in use to prevent freezing pipes. Check ahead of time to make sure there are supplies (toilet paper, paper towels, etc.). They are available at the Town Clerk's Office during regular business hours.
- 4) You are responsible for the removal of any garbage or trash you generate. Please take down any decorations.
- 5) **Nothing is to be nailed, stapled, tacked, or taped to any walls. Please do not disturb the old photographs.** If light bulbs are burned out, please notify the Town Clerk. They will be replaced. You may have access to the building the day before your event in order to decorate or set up if the Hall is not in use.
- 6) **Please do not push or pull any furniture or heavy objects along the wood floors.** Do not use any kind of tape on the wood floors. Tables must be left downstairs unless they are already in place. They are heavy and difficult to move, and the attempt to do so damages the walls.
- 7) If you are using the kitchen, please leave it as you found it (or better). Wash and put away all dishes and utensils used. Wipe up any spills on the floor, stove, or fridge. If you break something, replace it. Wipe off all tables and chairs if necessary. Leave all used dishtowels by the sink so they may be laundered. If you discover anything broken or not working, please notify the Town Clerk.

TOWN HALL PARKING MAP

