



Town of Enfield

P.O. Box 373
Enfield, New Hampshire 03748
VOICE/TDD 603-632-5026 * FAX 603-632-5182
EMAIL townhall@enfield.nh.us

Municipal Facility Use Application

Organization (if applicable)

Name of Applicant/Authorized Representative of Organization

Mailing Address

Home Phone Work Phone Email Address

Requested Facility (check all that apply):

- Community Building Hall (Upstairs, kitchen available) Whitney Hall Auditorium
- Community Building Meeting Room (downstairs) Whitney Hall Conference Room
- Public Works Building, Ilene P. Reed Training Room Enfield Center Town Hall (no facilities)

Date(s) & Times Requested

If multiple dates are requested is the storage of materials at this facility requested? Yes / No

If yes, please describe: _____

Est. Attending # Residents # Non-Residents

Please provide a brief description of the event: _____

- Will the kitchen be used at this event? Yes / No If yes, \$150 refundable cleaning deposit required.
- Will alcoholic beverages be present at this function? Yes / No If yes, Insurance & Waiver of Liability required.
- Will professional caterer be used? Yes / No If yes, copy of business license may be required.
- Do you charge a fee? * Yes / No

*Acceptance of admission, participation fee or donations not provided to a charitable organization.

Approval to use municipal facilities will not be granted unless the following conditions and policies & procedures are agreed upon: The applicant or on-site supervisor must be at least 21 years of age and be present at all times during the activity proposed. The applicant or on-site supervisor also assumes responsibility to comply with and pay fees in accordance with the Municipal Facility Use Policies & Procedures. **Signature below by the applicant and on-site supervisor indicates receipt of and agreement with the Municipal Facility Use Policies & Procedures.**

Signature of Applicant & On-Site Supervisor

Date

Fee Schedule

Enfield Community Building:

- Category 1: **No Charge**
Enfield municipal/community functions; Organizations not charging or accepting admission, participation fee, donations not being provided to a charitable organization, or paying instructors through an organization to run a program AND are serving predominately Enfield residents. Use of kitchen excluded.
- Category 2: **\$50 per day+ \$150 Refundable Cleaning Deposit***
Same as Category 1, with use of the kitchen included.
- Category 3: **\$100 per day + \$150 Refundable Cleaning Deposit***
Residents – private function. Includes use of the kitchen.
- Category 4: **\$200 per day + \$150 Refundable Cleaning Deposit***
Non-Residents – private function. Includes use of the kitchen.

* If paying by check, separate checks for the rental fee and refundable cleaning deposit are preferred. A single check may be used, but may result in a delay of the return of your refundable cleaning deposit, if warranted.

Other Municipal Facilities:

- Category 1: **No Charge**
Enfield municipal/community functions; Organizations not charging or accepting admission, participation fee, donations not being provided to a charitable organization, or paying instructors through an organization to run a program AND are serving predominately Enfield residents.
- Category 5: **\$50 per day**
Private functions.

Damages: The Town reserves the right to charge for damages. See section **X. Damages** of the Municipal Facilities Use Policies & Procedures.

☞ Office Use Only ☞

Approved Denied

Signature of Town Manager or assigned person

Meter Reading Required

_____ _____
Reading Prior to Event Reading Following Event

Special Conditions of Use: _____

1 2 3 4 5	\$	\$	=	\$
Fee Category	Rental Fee	Cleaning Deposit		Total Due

Rental Fee Paid

Method of Payment

Cleaning Deposit Returned Yes / No*

Cleaning Deposit Paid

Method of Payment

Date: _____

*If not returned, date of written notification

Confirmation Date

Cc: Facility Inspector Police Library
 Other _____



Town of Enfield

Office of the Town Manager
23 Main Street, P.O. Box 373
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Release and Waiver of Liability and Indemnity Agreement

IN CONSIDERATION of the permission granted to the below named individual to rent a municipal building for a function, I/we SHALL RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the Town of Enfield, their agents and employees from all liability for any and all loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in the death of the person or any persons attending said function, whether caused by the negligence of the Town of Enfield, its agents and employees or otherwise while the named person and persons attending said function while they occupy the municipal building.

I/we further agree to indemnify the Town of Enfield, their agents and employees from any and all liability, loss or damage including but not limited to bodily injury, illness, death or property damage which the Town of Enfield, their agents and employees become legally obligated to pay including reasonable attorney's fees and costs, as a result of claims, demands, costs or judgments, against the Town of Enfield, their agents and employees on account of injury to the person or property or resulting in the death of the person or persons attending said function whether or not caused by the negligence of the Town of Enfield, their agents or employees and whether or not such liability is sole, joint or several.

I/we, the undersigned, have read this release and understand all its terms. I/we execute it voluntarily and with full knowledge of its significance. I/we have executed this release on this date indicated next to my/our names.

As concerns the use of municipal facilities by non-municipal organizations or individuals in Enfield, New Hampshire:

The undersigned agrees to indemnify and hold harmless the Town of Enfield 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 subject facility.

Municipal Facility:

Name of Officer of Organization & Title
or Name of Individual

Signature

Date
