

Town of Newington Town Facilities Use – Application

Remember to make
Arrangements for a Bldg Key
prior to your event!!!!

(Location Requested)

*Attendees are not allowed in **any** roped off area. Failure to comply may jeopardize future use.
Please Note: Room set up (tables/chairs) will be the responsibility of group requesting facility*

Requested by: _____

Name/Business

Address: _____

Telephone: _____ Fax/E-Mail _____

- Requested Date & Time _____
- Type of Function or Meeting _____
- Estimated Attendance _____
- Name of Resident or Guest of Honor _____ or _____
Resident *Guest of Honor*

Town Hall:

Residential- Hall & Kitchen Rental Fee - \$250.00 (8 hours)

(limited to one event of over 100 attendees per year)

Non Profit/Charitable organizations-\$150.00

Commercial/ Industrial- \$350.00 (limited to ten times per year)

Old Town Hall: (NO AIR CONDITIONING AVAILABLE)

Residential- 2nd Floor Function Room, Kitchen & Restrooms - \$ 100.00

Kitchen & Restrooms \$ 100.00 (in conjunction with use of Grove Picnic area)

Non Profit/Charitable organizations-\$150.00

Commercial/Industrial- 2nd Floor, Kitchen and Restrooms \$300.00

Grove Picnic Area: \$ 0.00 Fox Point: \$ 0.00

No Commercial or Industrial use of the Grove or Fox Point

Effective March 1, 2011, the fee and a security deposit of \$100 is required and must be attached to application

If reserving Grove or Fox Point, please check with Town Hall about trash cans, picnic tables & gate

Authorizing signature requested on reverse side of this form. By signing, you agree to abide by the rules as set forth

_____ AND MUST BE IN ATTENDANCE _____

Denied

Approved

Approved – Fee Waved

Newington Board of Selectmen

Date: _____

Selectman

Selectman

Selectman



Fee Paid

Date: _____ Method: _____ Check# _____

Town of Newington Town Facilities Use – Application

- ❖ Use of Town facilities is designated to Town Residents, Town businesses or State Departments. ***If facility is not requested by a Resident the event must be for the benefit of a Resident AND REQUESTEE MUST ATTEND THE EVENT.***
- ❖ Any Resident or town business, with the permission of the Board of Selectmen may use a Town owned facility for an event.
- ❖ The foyer of the Town Hall is not included in the use of the Main Hall. The responsible party will advise all guests to confine their activities to the hall – itself.
- ❖ Equipment or furniture shall not be removed from any town building without the permission of the Selectmen.
- ❖ Any loss or damage to Town owned property shall be paid by the responsible party.
- ❖ A police officer may be required at the expense of the user/responsible party. This will be determined at the sole discretion of the Selectmen and Chief of Police.
- ❖ Applications are to be submitted on the Town form. Use will generally be granted on first come-first basis, however Town sponsored functions will be given preference in scheduling.

The capacity of persons meeting or attending a function at Town Hall or Old Town Hall is limited to the following guidelines:

Town Hall:	Main Hall (sit down dinner)	174	Old Town Hall: 2 nd Floor Function Hall:	
	Main Hall (meeting)	237	For Meeting Set-Up	177
			For Sit Down Dinners w/Tables	73

My signature acknowledges that I have read and agree to abide with the stated regulations and furthermore that I have the authority as the responsible party.

Signature

Print Name

Date

Be sure you have made arrangements for the keys needed for your event.

When cleaning up the Town Hall Auditorium after a function – stack the chairs no more than 31 to a rack – and do not mix colors. (For Old Town Hall, only 10 per chair rack)

Do not stack tables more than 8 to a rack and store evenly so they will fit into the storage areas.

The kitchen exit door is secure and locked when leaving the facility at Town Hall.

Use the allen wrenches when setting front doors into lock mode at Town Hall. Check to make sure they are engaged correctly.

Please turn off the bathrooms, hall, kitchen, lobby lights.

Remember, set up **and clean up** will be your responsibility.

For Old Town Hall, be sure you arm the security system and lock all doors.

**THE TOWN REQUIRES A CERTIFICATE OF INSURANCE NAMING THE TOWN AS ADDITIONALLY INSURED
Town of Newington, 205 Nimble Hill Road, Newington, NH 03801; Phone: 603-436-7640; Fax 603-436-7188**