

Deliver this application to Association Vice-President, Bill Bouregy, at 6 Elm Street, Deep River, 06417, no later than 5 weeks before the date of your event. Application continues on reverse side.

DEEP RIVER TOWN HALL RESTORATION ASSOCIATION, INC. ("ASSOCIATION")

Rev. 1/18/05

**APPLICATION FOR RESERVATION OF DEEP RIVER TOWN HALL AUDITORIUM**

Name of organization \_\_\_\_\_

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

Print name of person authorized to sign for organization \_\_\_\_\_

Title \_\_\_\_\_ Telephone No. \_\_\_\_\_

Date(s) of activity/event \_\_\_\_\_

Hours of Use \_\_\_\_\_

Purpose and description of activity/event: (If more space is needed, please use space on reverse side.)

Number of people attending, including members of your group and audience/public. \_\_\_\_\_  
(Maximum 130. Allow for at one Restoration Association representative, and Fire Dept., Police Dept., etc.)

Your organization will be responsible for setting up the auditorium and cleaning it after your event. Names of people in your organization responsible for set-up and clean-up: \_\_\_\_\_

Approval is required to (1) charge admission, (2) sell merchandise, goods or service, (3) serve food or drinks, (4) bring in your own equipment/decorations (lighting, sound, audio/visual, sets, staging, signs, etc.), or (5) use the Association's equipment in the Auditorium (lighting, sound, and projector systems).

Check below the approvals you are requesting and provide details as indicated:

(1)  Requesting approval to charge admission. Amount \$ \_\_\_\_\_

(2)  Requesting approval to sell the following: \_\_\_\_\_

(3)  Requesting approval to serve food and drinks (no alcoholic beverages), as follows: \_\_\_\_\_

**Note: Food and drinks may not be served or consumed in the seating area.**

(4)  Requesting approval to bring in our own equipment/decorations, as follows: \_\_\_\_\_

(5)  Requesting approval to use the Association's equipment checked below (Fees will apply):

Lighting       Sound       Projector

*Please read the booklet distributed with this Application, Policies For The Use Of The Deep River Town Hall Auditorium. It is the Applicant's responsibility to understand and comply with the Policies, and with the requirements of other Town authorities such as Fire Department, Police Department, Selectman, etc. By signing this Application, you agree to adhere to and abide by the Association's Policies, and other applicable authorities of the Town of Deep River, and to ensure that all persons using the facility during the period covered by your Application comply with the Policies, and with the requirements of other Town authorities. The Deep River Town Hall Restoration Association reserves the right to refuse the use of the Auditorium for content or size of function, or for physical limitations such as construction, structure, etc. Please note in the Policies all requirements pertaining to use of the Auditorium, which include but are not limited to the following:*

- Insurance coverage to be provided by your organization.
- Refundable cleaning deposit of \$150.

**--Continued on following page--**

