REQUEST FOR USE OF A TOWN BUILDING

______ CAMP MORGAN LODGE
_______ TOWN HALL

Application Date______________________

Sponsor of function:____________________ Public:_______ Private:_______

If private: Serving alcohol___________ Not serving alcohol_______________

Function:____________________________ Date:______________ Time:__________

Fee and security deposits are required for all lodge rentals. Fees for the lodge are: Without alcohol Residents and non Residents $250.00, with alcohol, Residents and non Residents with alcohol $250.00 plus insurance binder. All renters will pay a $200 security deposit, which will be returned after the building inspection has been processed.

The sponsor will clean the building and remove all trash within 24 hours after the function (do not use the school’s dumpster). The cost of additional cleaning or trash removal will be charged against the security deposit. The signer will be responsible to see that the building is left clean and locked after use. A “Town Building Use, Check List” must be filled out by the sponsor after each function and left in the building. All Town organizations will be exempt from fees but are required to post the security deposit and must complete the Town Building Use, Check List for each use, failure to complete the checklist will result in the next request for the building to be denied by the Selectmen. A two-week cancellation notice must be given or an automatic $25 of security deposit will be retained by the Town.

Fee required $______________ Cash $______________ Check #___________
Security $______________ Cash $______________ Check #___________

Applicant Name:________________________ Telephone:________________________
Address:______________________________
FOR USE OF ALCOHOL AT PRIVATE PARTY

I ____________________________________ (name of rental applicant) request permission to use alcohol at a private family event. I have received and read a copy of the Town Alcohol Ordinance.

If approved by the Selectmen I understand:
1. Alcohol will not be sold.
2. I will designate a person over the age of 21 who will be responsible for monitoring the event for appropriate alcohol consumption by attendees.
3. I will designate two designated drivers who will not consume any alcohol and who will be available until the end of the event.
4. I am responsible for terminating the event by midnight.
5. I agree that random police checks may be made at any time.
6. I understand all relevant State laws must be complied with.
7. I understand I must obtained liability insurance in the amount of $300,000 and a copy must be filed with the Board of Selectmen before use of alcohol will be permitted.

_______________________________
Signature of Applicant

FOR EVENT WITHOUT APPROVAL OF ALCOHOL

I_____________________________________ (name of rental applicant) understand:
1. Use of alcohol is prohibited by ordinance 05-01.
2. Evidence of the use of alcohol will be grounds for withholding the security deposit
3. The presence of any container, open or sealed, of an alcoholic beverage will be deemed proof of use. Unapproved use of alcohol will be subject to police citation fine of $1,000.

_______________________________
Signature of Applicant

Action Taken:  ____________Approved  ____________Disapproved

Reason for disapproval:__________________________________________________________

Date:_______________________  Signed:______________________

I, Chairman
Board of Selectmen