

Application for Use of Town Hall or Town Common

Name

Date

Address

Phone number

Email

Description of event/activity:

Date of event/activity: _____

Hours requested for use: _____

Fees for Use (non-returnable and payable at lease signing)

Downstairs \$25.00/day

Town Common \$50.00/day

Application review:

Approved Disapproved

Reason(s) for disapproval:

Police presence required: yes no

Printed name of Town Representative

Signature of Town Representative

*Submit completed application as an email attachment to adminassist@shutesbury.org
and townadmin@shutesbury.org.*

Town Hall or Town Common Use Agreement

The Town of Shutesbury Massachusetts, Lessor, does hereby allow usage of the following areas within the Town Hall building, Downstairs and bathroom, Kitchen or the Town Common.

The term of use is for a period of _____ day(s) beginning on _____ and ending on _____, commencing at _____ am _____ pm and ending at _____ am _____ pm.

The user shall pay rent at the rate of \$_____ per day.

The user shall use the desired premises only for the purpose of conducting the user's social gathering and agrees to abide by the Rules of Use (attached).

The user acknowledges that no use shall be conducted in the leased premises which is unlawful, improper, noisy, or offensive, or contrary to any law or any municipal by-law.

HOLD HARMLESS CLAUSE: The user shall indemnify and hold harmless the Town of Shutesbury, Massachusetts from any and all claims for damages to person or property by the user or any of its guests or agents.

The user further agrees that any alcoholic beverages made available by the user, its guests or agents, shall be provided at the risk of the user, and the user shall and hereby does indemnify and hold the Lessor harmless from any and all claims, demands and actions arising therefrom.

Fee for Use required: no yes: amount \$ _____

Total amount due check/money order amount \$ _____

(Checks/money order made payable to Town of Shutesbury)

Amount received \$ _____

Date _____

Shutesbury Town Representative:

User:

Print Name

Print Name

Signature

Signature

Fire Chief

Police Chief