

**Town of Washington
7 Halfmoon Pond Road
Washington, NH 03280**

**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 \$50, non-residents \$100.00, with alcohol residents \$100 non-residents \$300.00 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 obtain 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: _____

Tom Marshall, Chairman
Board of Selectmen