



TOWN OF
BROOKLINE, NEW HAMPSHIRE

P.O. BOX 360 – 1 Main Street
BROOKLINE, NH 03033-0360

Telephone (603) 673-8855
Fax (603) 673-8136

TOWN OF BROOKLINE APPLICATION FORM
FOR TOWN FACILITIES USE

Please complete and submit this form to the Selectmen's Office. Upon approval of the request, the Town will send you the approved application form. In the rare event of a natural disaster, civil defense occurrence, or adverse weather, the town retains the right to cancel and/or reschedule the event.

I/We, the undersigned, agree to rent the following:

- Town Hall Meeting Room (Capacity 29)
- Upper Town Hall (Capacity 160)
- Fire Station Meeting Room (Capacity 80)
- Library Meeting Room (Capacity 20)
- Safety Complex Meeting Room (Capacity 40)
- Annex Meeting Room (Capacity 25)
- Brusch Meeting Room Upstairs (Capacity 38)
- Brusch Meeting Room Downstairs (Capacity 39) No children under age of 6
- Brookline Chapel (Capacity 160)
- Fire Station Kitchen Use (special permission required)

Full Name of Organization: _____

Address: _____

Contact Person: _____

Telephone Number: _____

Billing Address: _____

Activity to be held: _____

Date(s) Requested: _____

Time(s) of events (include set up and break down) _____

Number of attendees: Adults: _____ Children: _____

Age Range of children _____ (yr)

Will food/drink be served? YES NO If Yes, describe _____

Other Requirements: _____

Any Special Needs? _____

We will charge admission YES NO

Person Responsible during the event: _____

Name Phone Number

Name Phone Number

Email Address: _____

On behalf of the above organization, I certify that I have read, understand, and agree to the **"RULES AND REGULATIONS FOR THE USE OF TOWN FACILITIES"**.

I also agree to provide adequate adult supervision of any children at all times during the use of the facilities and will assume responsibility for all fees, charges, and damage claims resulting from such use of the town facilities.

I agree to complete the checklist upon leaving the building and return to the town upon completion of the event.

I agree that on behalf of the organization I am responsible for clean up after the event or any associated clean up costs.

On behalf of the organization I will agree to indemnify and hold harmless the Town of Brookline, its boards, officers, and employees to the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to reasonable attorney's fees and legal costs arising out of the use of these rental premises by its members, officers, agents, representatives, contractors, customers, guests, and invitees.

The organization/event Sponsor maintains Commercial General Liability Coverage of at least \$2 Million per occurrence and a certificate of Insurance endorsed to name the Town of Brookline as an Additional Insured will be provided before any use of the facility.

Signed: _____ Date: _____

Printed Name: _____ Phone: _____

Application Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO
Signed: _____ Date: _____
Comments: _____

