

APPLICATION TO USE NEW LONDON TOWN PROPERTY

Please check all that apply:	Whipple Town Hall <input type="checkbox"/>	New London Inn Common <input type="checkbox"/>	Little Common (Near Info Booth) <input type="checkbox"/>
Sydney Crook Conference Room (Town Office Building) <input type="checkbox"/>	Whipple Town Hall Conference Room <input type="checkbox"/>	Town Common & Bandstand <input type="checkbox"/>	Other: _____ <input type="checkbox"/>
NAME AND CONTACT INFORMATION OF INDIVIDUAL/ORGANIZATION REQUESTING USE:			
NAME: _____			
ORGANIZATION: _____			
ADDRESS: _____			
PHONE #: _____		CELL #: _____	EMAIL: _____
DESCRIPTION OF EVENT/ACTIVITY			
DATE(S) REQUESTED: _____			
TIME(S) REQUESTED: _____ (If necessary, please attach a list of dates to this form)			
NAME OF EVENT: _____			
TYPE OF FUNCTION: SOCIAL _____ RELIGIOUS _____ FUNDRAISING _____ OTHER _____			
ANTICIPATED NUMBER OF ATTENDEES: 0-49 _____ 50-100 _____ Over 100+ _____ (If 50+ attendees, a Permit Application for Temporary Ancillary Sale or Other Event Permit is required)			
WILL ALCOHOL BE SERVED? YES _____ NO _____			
FEES & REFUNDABLE DEPOSITS			
If applicable: All payments must be made in advance by cash or check (made out to: Town of New London)			
Local Organizations:		12 hours or less = \$25	13-24 hours = \$35
Outside of Town Organizations/Non-Resident:		12 hours or less = \$50	13-24 hours = \$75
There is a mandatory refundable deposit for use of all Town properties, as noted here: Sydney Crook Conference Room, Whipple Town Hall, Whipple Town Hall Conference Room = \$50 New London Inn Common, New London Town Common & Bandstand, Little Common, and all other Town properties = \$100			
ACKNOWLEDGEMENT:			
As a representative of the above organization, I have read and agree to the terms provided by the Town for use of the space referenced on this form. I am attaching a check in the amount of \$_____ to cover the rental charge, and a deposit in the amount of \$_____ refundable upon completion of the event where property has been left in a clean and orderly condition, including the removal of all refuse and re-setting of all furniture and appliances to their proper place, as applicable. I also understand that this reservation may be revoked at any time, with notice, based on the needs of the Town.			
Signature: _____		Printed name: _____	
Date of Application: _____		Check #: _____	Amount: \$_____
Date deposit returned: _____			

OTHER CONSIDERATIONS

I understand that I am responsible for contacting the various departments/personnel responsible for the following, depending on the needs & requirements of my event:

- For Temporary Sign Permits – If advertising the event
Zoning Administration: zoning@NewLondon.NH.gov or 603-526-1246
- For Sanitation – If large quantities of refuse are expected
Public Works Director: highwayoffice@NewLondon.NH.gov or 603-526-6337
- For Bandstand – If electrical outlet is required
Town Office Administrative Assistant: office@NewLondon.NH.gov or 603-526-1242

HOLD HARMLESS AGREEMENT FOR USE OF TOWN PROPERTY

The undersigned agrees to indemnify and hold harmless the Town of New London and its employees from any and all loss, cost (including attorney's fees), damages, expense and liability in connection with claims for property damage, bodily injury or death of any person which may arise out of the use of the properties owned by the Town of New London.

A certificate of liability insurance must be attached to this application.

NAME OF ORGANIZATION: _____

NAME OF ORGANIZATION _____

REPRESENTATIVE AND TITLE: _____

SIGNATURE: _____ DATE: _____

APPROVAL (FOR SELECTMEN USE ONLY)

APPROVED	<input type="checkbox"/>	SELECTMAN	
DENIED	<input type="checkbox"/>	SELECTMAN	
DATE: _____		SELECTMAN	

NOTES OR SPECIAL REQUESTS BY THE BOARD OF SELECTMEN
