Keene Public Library Event Space Rental Application

Applicant Information

Lessee Full Name

Last          First          MI

Sponsoring Organization

If applicable

Address:

Street Address          Apartment/Unit #

City          State          ZIP Code

Phone:          Email:

Contact Person if different from Lessee

Contact Phone:

Event Information

Please circle the Event Space you would like to rent: Note each space is charged separately.

Heberton Hall          Cohen Hall          Putnam Atrium          Gallup-Minard Courtyard

Requested Dates          Time of the Actual Event

Number of Hours requested for Setup          Number of Hours for Take down

Please estimate the number of attendees

Will there be sales or fees? If yes, please describe.

________________________________________________________

Do you plan to serve alcohol? Please circle YES  NO

If so, you will be directed to the City Clerk’s office to complete the appropriate forms for licensing and permissions.

Please briefly describe your event:

________________________________________________________

Equipment

Do you need to use the Kitchen? Please circle YES  NO

Note there is an additional charge for the use of the kitchen. No food maybe prepared or cooked on site. The kitchen can be used for limited refrigeration, sink access and serving prep.
Circle requested equipment:

- Projector
- Pull down screen
- Microphone
- Hearing Assistance System
- White Board, Portable

Approval Conditions

Events held in these larger spaces of the library are subject to a **minimum** $50 maintenance fee and are required to carry liability insurance in the amount of $1,000,000 naming the City of Keene as an additional insured.

Name of Liability Insurance Company ___________________________ Policy Number ___________________________

Events with expected attendance of over 20 individuals may necessitate additional staff presence as determined by the library. Exact fees will be determined based on the parameters of the event.

Typically, the maintenance fee for larger events amounts to $150.

Event organizers are responsible for returning the room to its original order. All trash and recyclables must be collected and disposed of in a manner acceptable to the library.

Smoking and flammable candles, lights or other incendiary objects are strictly prohibited.

Alcohol is permitted only under the auspices of the City Clerk’s office. Please address questions concerning permissions and licensing with them.

Once approved, a non-refundable deposit of 25% of the total cost, with the remaining balance due 1 week prior to the scheduled event is required, unless otherwise approved. The deposit will be applied to the final bill. Any change to the original agreement must be requested in writing 30 days prior to the event, and is not in effect until approved by the Library Director or her designee. If notification has not been received, the Library reserves the right to comply with the original agreement. Applicant is required to sign a Revocable License and Indemnity Agreement.

I have read and agree to comply with the rules governing the use of the Hall and the fees as listed.

Signature: ___________________________ Date: ___________________________ 

Print Name___________________________________________________________

Organization__________________________________________________________

Return this form to Colleen Swider, Keene Public Library, 60 Winter St., Keene, NH 03431. When approved, you will be notified by phone or email confirming the fee and payment deadlines. You will then be asked to sign an indemnity form and provide proof of required insurance.