

Heberton Hall Use Application

Date of application _____ Name of Requesting Organization _____

Contact person submitting request _____ (Only one please)
Corporation Partnership Individual Other (Please check appropriate box.)
For-Profit Nonprofit

Address _____
Phone # Day _____ Night _____
Email _____

**No smoking allowed.
No alcohol allowed without prior approval of the City Council.**

Date(s) requested _____ Time: From _____ To _____
(include set-up) _____ (include breakdown time) _____

Do you want to use the Kitchen? _____

How many chairs and/or tables do you need? _____ chairs _____ tables

Will you need help with room set-up and/or breakdown? _____ NO _____ YES

Special arrangements must be made in advance, if help is needed.

Will there be admission fees or sales? _____

If yes, briefly describe _____

For-Profit Organizations must donate a portion of their proceeds to a charitable or nonprofit group.

Name of Recipient Charitable Organization _____

Name of Organization's liability Insurance Company: _____

Insurance policy number _____ Policy Limits _____

Organization must carry \$1,000,000 liability insurance with the City of Keene as an additionally insured for the day of the event.

How many people would use the room at any one time (Give Maximum) _____

Please note room capacity requirements

How many cars on site at one time? _____ (approximate)

Once approved, you must pay a non-refundable deposit of 25% of the total cost, with the remaining balance due 1 week prior to the scheduled event, 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. If alcohol is to be served, a licensed caterer must be used or a license must be obtained from the New Hampshire Liquor Commission and applicant must receive permission from the Keene City Council. Damage to the hall, building or contents will be the responsibility of the applicant. Repairs will be made at the discretion of the City and billed to the applicant accordingly.

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

Signature

Title

Organization

Date

Return form to Colleen Swider, Keene Public Library, 60 Winter St., Keene, NH 03431

When approved, a copy of this form will be returned to your organization's contact person confirming the fee and payment deadlines.

Fee: _____ Deposit: _____ due by: _____ Balance: _____ due by: _____

Heberton Hall Use Application

FOR DEPARTMENT USE ONLY

ROOM RATE _____

NUMBER OF HOURS _____

Sub Total _____

Use of Kitchen _____
(\$25.00)

Custodial Cleanup _____
(\$25.00)

Total cost _____

Deposit _____

Date received

Balance due _____

Date received

Application Received _____
Date and Time By

Application Approved _____
Date and Time By

Application Not Approved _____
Date and Time By

Comments _____

