TOWN HALL SECOND FLOOR RESERVATION FORM

SELECTMENS AUTHORITY:

Town Held Meetings have preference over other events. "Requirements for the use of the Dunbarton Town Hall Second Floor" may be changed or waived by the vote of the Board of Selectmen. The Selectmen also reserve the right to refuse use of the Town Hall for cause and to impose such other fees and/or restrictions as conditions may require. A separate event insurance may be required.

Group	o/Committee Name:		
Conta	act Person (s) (Must be a Dunbarton residen	nt at least 18 +):	
Addre	ess: Phone:		Email:
1.	Date & time of application:		
2.	Reservation Dates (limit to 3-months at a time):		
3.	Nature of event and approximate number of people involved:		
4.	Actual Time of event:		
5.	Reservation Time (which includes set-up	p and clean-up):	
6.	Will food and beverage be involved?	☐ YES	☐ NO
7.	Audio / visual required?	☐ YES	☐ NO
8.	Town Hall equipment required; tables/ch	airs 🗌 YES	☐ NO
	Other:		
	e read "Requirements for the use of the Dur ly with the guidelines and instructions state		all Second Floor Use Policy" and will
Check	ture tions to offset the cost of furniture, equipme t should be made out to the Town of Dunba ROVAL	_	ns are always appreciated. BOARD OF SELECTMEN
Town	n Administrator		
	ent Requires Event Insurance: YES	Date:	