



TOWN OF GRAFTON  
7 LIBRARY ROAD, PO BOX 299  
GRAFTON, NH 03240  
PHONE (603) 523-7700 FAX (603) 523-4026  
[www.townofgrafftonnh.com](http://www.townofgrafftonnh.com)

Agreement for use of the Town Hall

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Date(s) & Time(s) Requested \_\_\_\_\_  
(for multi-day reservations, fill out page 2)

Purpose: \_\_\_\_\_

Refundable Cleaning Deposit: \$50 (Multi-day reservations can be made quarterly for three months at a time, only one deposit needed per quarter)

For-Profit Business Fee: \$10/hr per reservation    Date Paid: \_\_\_\_\_    Cash/Check# \_\_\_\_\_

Non-Resident Fee: \$25    Date Paid: \_\_\_\_\_    Cash/Check # \_\_\_\_\_

I/We have read and agree to the Basic Rules and understand that any and all damages that may occur to the Town Hall and/or equipment within will be assessed and billed to the applicant. Coverage of liability insurance is the responsibility of the applicant.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Assistant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Date Key to be Picked-up from the Town Office:
Date Key to be Returned to the Town Office:
Date of Interior/Exterior inspection of Town Hall:
Remarks:



### Multi-Day Reservations

DATE	Time In	Time Out



## BASIC RULES

1. NO smoking in the building.
2. NO alcoholic beverages on the premises.
3. NO Dogs allowed in the Town Hall unless it is a Service Dog. The only exception is the Annual Rabies Clinic held in April each year.
4. All chairs and tables must be carried (not dragged) across the floor of the Town Hall.
5. No nails, tacks, screws, hooks, bolts are to be attached to the walls of the Town Hall at any time. Any decorations must be cleaned up prior to before leaving.
6. Turn off all appliances (stove/oven) and lights before leaving the Town Hall.
7. During the winter months, please turn down the heat to 60 and leave furnace door open, before leaving the Town Hall.
8. If serving a meal, please take all left-over food and beverages with you when you leave the Town Hall.
9. Tables and chairs are not for rent.
10. Please clean the building before you leave.
11. **DO NOT LEAVE ANYTHING IN THE HALLWAY TO THE FURNACE ROOM.**  
**THIS AREA MUST BE KEPT CLEAR – PER ORDER OF THE FIRE CHIEF!!!!!!**

**\*\*PLEASE LEAVE THE TOWN HALL (INSIDE AND OUT) AS CLEAN AS WHEN YOU ENTERED.\*\***