

TOWN OF BUTTERNUTS

Town Hall Building Use Application

All applications must be submitted to the Town Clerk 10 days prior to requested date of use.

Requesting organization: _____

Organization's status (non-profit, governmental, etc.) _____

Address: _____

Phone: _____ **Email:** _____

Name and position of person making request: _____

Date requested for meeting: _____

Hours of use: From _____ **To** _____

Purpose of meeting: _____

Estimated number of attendees: _____ -

Proof of current liability insurance for your organization is required. The organization will be responsible for any and all damages or claims arising from its use of the Town Hall.

Insurance agent's name: _____

Insurance agent's telephone number: _____

A \$40 non-refundable building use fee for custodial services will be paid upon submission of building use application for use of the Butternuts Town Hall.

Fee received (date): _____

APPLICANT'S SIGNATURE _____

DATE & TIME RESERVED: _____

APPROVED BY: _____