



OFFICE OF THE SELECTMEN

30 PAYSON HILL ROAD
RINDGE, NH 03461

Tel. (603) 899-5181 Fax (603) 899-2101 TDD 1-800-735-2964

RULES & REGULATIONS SET FORTH BY THE TOWN OF RINDGE

Please be advised that all parties using the Town Hall shall be responsible to abide by the following stipulations:

- 1.) There is absolutely no smoking or alcoholic beverages allowed on said premises.
- 2.) Turn off all lights--including bathroom lights--and make sure the entrance door is securely closed and locked before leaving the building.
- 3.) The bulletin board may be used for postings and such. The use of tape, staples and tacks are not permitted on the walls.
- 4.) Chairs are to be returned to the racks provided and tables returned to their original places.
- 5.) The hall is to be left in the same condition it was in prior to use of said function. All parties are responsible for clean-up and removal of all rubbish accumulated during said function. Failure to comply will result in the Town retaining the security deposit to cover cleaning costs and rubbish removal.
- 6.) The Town Hall key must be returned immediately following said function. Please leave it in the drop box located at the Town Office, lower level back door.
- 7.) All renters agree to indemnify and hold the Town harmless from all liability which may arise in connection with their use of Town property.

KITCHEN & VESTRY ROOM

Both the kitchen and the Vestry are part of the Church and covered under separate agreements. Please contact Pastor David Jadlocki @ 899-5722 (leave message) for additional information including availability and rental fees.

- Rental of the Town Hall does not include ANY kitchen use. (Including refrigerator, dishes, coffee pots, stove, etc.) There is an additional fee. **Full kitchen use: \$50.00 Light kitchen use (washing dishes): \$10.00.** Please make check payable to First Congregational Church. Mail with name/date of event, etc. to First Congregational Church, PO Box 451, Rindge 03461 ATTN: David Jadlocki
- Rental of the Town Hall does not include the Vestry Room. The Vestry room is part of the Church.

POLICE SERVICES REQUIRED

- 1.) At large functions or gatherings to direct traffic and/or for parking purposes.
- 2.) Functions that charge admission or accept donations.

Please Note: It is the applicant's responsibility to contact the Police Department at (899-5009) in order to schedule special police duty for said function.

Applicant's Signature: _____ Date: _____

Responsible/Insured Party