



TOWN OF GRANTHAM NEW HAMPSHIRE

OFFICE OF THE SELECTMEN
 300 Route 10 South, Grantham, NH 03753
 Phone: 603-863-6021
 www.granthamnh.net

Grantham Town Building Use Application

The Applicant and or Authorized Representative must be at least 25 years of age and be present at all times during the activity proposed and assumes responsibility to comply with and pay fees in accordance with the Town Building Use Policies & Procedures.

All Organizations must submit a Certificate of Liability Insurance naming Town of Grantham as an additional insured must be provided with the completed application for all private functions.

Organization (if applicable)	
Name of Applicant or Authorized Representative of Organization	
Mailing Address	
Home/Business Phone	Cell Phone
Email Address	
Date(s) Requested Time(s) <small>(include extra time for setup and cleanup) Attach additional sheet if needed.</small>	

Please provide a brief description of the event: _____

Fee Schedule: Please indicate by initialing next to the category below applies to your specific request for rental.

Category 1: No Charge: Use of kitchen excluded – Not Charging A Fee	
<input type="checkbox"/>	The rental is for Town of Grantham Department or Committee.
<input type="checkbox"/>	The rental is for organization that is not charging or accepting admission or participation fee.
<input type="checkbox"/>	The event is serving and for the benefit of predominately Grantham residents.

Category 2: \$25 per day + \$150 Refundable Cleaning Deposit. With or without use of kitchen.	
	My event is serving and for the benefit of predominately Grantham residents.
	My event is accepting donations for a charitable organization. List charitable organization name and address: _____
	My organization is paying instructors a fee to run this event.
Category 3: \$100 per day + \$150 Refundable Cleaning Deposit (not charging a fee)	
	Private event for Grantham Residents – with or without the use of the kitchen.
Category 4: \$150 per day + \$150 Refundable Cleaning Deposit (charging a fee)	
	Private event for Grantham residents – with or without the use of kitchen.
Category 5: \$200 per day + \$150 Refundable Cleaning Deposit (not charging a fee)	
	Private event for Non - Residents – with or without the use of kitchen.
Category 6: \$250 per day + \$150 Refundable Cleaning Deposit (charging a fee)	
	Private event for Non-residents – with or without the use of kitchen.

My signature below acknowledges that I have read the *Town of Grantham Building Use Policies & Procedures* and understand that any failure to obey these Policies & Procedures may result in revocation of privileges to use town property for future functions and/or legal redress.

Applicant's signature

Date signed

Print Name

*******Office Use Only*******

Approved Denied

Signature of Town Administrator or assigned person Date

Special Conditions of Use: _____

\$ _____ 1 2 3 4 5 6 Fee Category

Date Fee Paid Method of Payment Check # (if applicable)

Distribution: _____ Police _____ Fire _____ Fac.Mgr _____ Other: _____



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Town Hall Building Use Applicant's Checklist

To be completed and returned with the key within 48 hours of the event.
(place in drop box on front steps of Town Hall)

Have you remembered to:

- Turn off all appliances, including coffee maker and oven(s)?
- Turn off the lights?
- Remove your trash?
- Clean the kitchen (when applicable)?
- Make sure the two doors from the kitchen area to Town Hall are closed.
- Checked the bathrooms for messes?
- Return chairs and tables to their rightful places?
- Locking the entry-way doors:**
 1. From inside - left door- push in the crash bar making sure it is closed all the way. Leave Town Hall from the right door.
 2. Go outside - make sure both doors are FLUSH. Lock both doors.
- Return the key to the building to the Selectmen's Office or put in drop box.
- Launder any towels used and return them within 48 hours?

THANK YOU!

Applicant's signature

Date signed

Printed Applicant Name