

West Newbury Community Hall

West Newbury Hall, PO Box 85, West Newbury VT 05085

Contract for Use

Name: _____ Telephone: _____

Address: _____ E-mail: _____

Date of Event: _____ Time: Start: _____ AM PM End: _____ AM PM

Purpose: _____

Upstairs? _____ Downstairs? _____ Kitchen (down)? _____ Stage kitchen? _____

Constable: 35 people or greater : _____ **Constable required**

34 people or less : _____ Constable preferred

Alcohol/Certificate of Insurance: No: _____ Yes: _____ Submit 10 days prior to event

Arrangements: Walk through: _____ Key: _____ Heat: _____ Constable: _____

Cleaning: _____ Plowing: _____ Garbage: _____

Fee: \$ _____ Cleaning deposit: \$ _____ Paid: _____

Agreement (One copy each for user and Hall P&P Committee.)

I have read the Information and Rules for Use of the Hall and agree to abide by these expectations.

A constable **will / will not** be retained (required for gatherings of 35 people or more).

I accept full responsibility for road safety in the event a constable is not present.

User's signature

Date

Hall representative's signature

Date

Payment due 10 days prior to event. Send two checks (one for fees; one for cleaning deposit).

Checks payable to West Newbury Hall.

Point person: _____ Requirements: _____

Crew: _____ Cleaning deposit: Retain _____ Date Returned ____/____/____