

**TOWN OF HAMPDEN
TOWN HALL RENTAL/USE APPLICATION**

**HAMPDEN TOWN HALL
85 WILBRAHAM ROAD
HAMPDEN, MA 01036**

Applicant Name: _____

Applicant Address: _____

Contact Information: Phone Number: _____

Email: _____

Type of Applicant: (please check)

☐ Hampden Resident ☐ Hampden Based Organization/Non-Profit/ Business ☐ Other

Type of Event: (please check)

☐ Meeting ☐ Workshop ☐ Art Show ☐ Concert ☐ Theatre ☐ Rehearsal ☐ Craft Fair ☐ Other

If other please describe _____

Requested room: (please check)

- ☐ Cafetorium
- ☐ Large Meeting Room
- ☐ Small Meeting Room
- ☐ Gazebo
- ☐ Other Outdoor Space

** Fees shall be paid in accordance with the table below as set forth in Section 5.0 of the Hampden Town Hall Rental/Use Policy.*

Requested date(s) of use: _____

Requested time of use: _____ am/pm to _____ am/pm (include time for set-up and cleanup)

Is the event open to the public: (please check)

☐ Yes ☐ No

Estimated number of attendees: _____

(Please review the insurance and security deposit requirements on the next page of this application)

Will food be served: (please check)

☐ Yes ☐ No

Will equipment or furniture be brought into the building: (please circle)

☐ Yes ☐ No

(please note that all equipment and furniture must be approved by the Facilities Manager and may not be allowed at the discretion of the Town)

If yes, please describe the equipment and furniture _____

Number of Tables and Chairs supplied by the Town _____

User Fee:

A user fee shall be paid in accordance with the table below as set forth in Section 5.0 of the Hampden Town Hall Rental/Use Policy.

	Hampden Resident, Hampden-Based Organization, Hampden-Based Non-Profit Organization, or Hampden-Based Business	All Others
Cafetorium	No Fee*+ #	\$150.00 for up to 4 hours + #
Large Meeting Room	No Fee*+ #	\$75.00 for up to 4 hours + #
Small Meeting Room	No Fee*+ #	\$50.00 for up to 4 hours + #
Gazebo	No Fee*+ #	\$25.00 for up to 4 hours + #
Other Outdoor Areas	No Fee*+ #	\$25.00 for up to 4 hours + #

** If a fee is charged to attend the event, then the user shall pay the rate for “All Others” only for the time of the actual event, not including time for rehearsals, setup before, or breakdown after the event.*

+ See “Frequent User Fee” Section 5.3 of the Hampden Town Hall Rental/Use Policy for applicability.

See “Custodial Fee” Section 5.4 of the Hampden Town Hall Rental/Use Policy for applicability.

Please submit the user fee at the time of reservation.

Insurance Requirement:

Insurance is required for events with over one hundred (100) expected attendees as required by Section 7.0 of the Hampden Town Hall Rental/Use Policy in the amount and form as stated below

- ☐ General liability insurance of at least \$1,000,000 bodily injury and property damage liability, combined single limit with a \$2,000,000 annual aggregate limit and umbrella liability of at \$2,000,000 per occurrence.
- ☐ The Town of Hampden shall be named as an additional insured.

Please provide proof of insurance seven (7) days prior to the event

Security Deposit Requirement:

A \$100 refundable security deposit is required for events with over fifty (50) expected attendees as required by Section 6.0 of the Hampden Town Hall Rental/Use Policy.

Please provide separate payment for the security deposit at the time of reservation.

Deposits will be returned within 14 days after the event in accordance with the Hampden Town Hall Rental/Use Policy

The undersigned agrees to abide by all conditions set forth in this Application and the Hampden Town Hall Rental/Use Policy as established by the Hampden Selectboard, including but not limited to indemnification and liability, the payment of a user fee, the payment of a refundable security deposit, and obtaining event insurance. The undersigned further agrees to be responsible for the event or activity and to ensure that the attendees follow the rules of usage and conduct as set forth in of the Hampden Town Hall Rental/Use Policy

Further, the undersigned individual or organization applying for the use of Town Hall, in consideration of the use of Town Hall, hereby agrees to indemnify and hold harmless the Town of Hampden and its officers, employees and agents from any claims asserted by any person for damages for personal injuries including loss of life and/or for loss of property and arising from or related to an event or incident occurring on or about the Town Hall in use by the undersigned during the time of such use.

Name of Applicant (and organization if applicable): _____

Signature of Applicant: _____ Date _____

Return this completed application along with the appropriate fee and security deposit, if applicable, to:

Hampden Selectboard, 85 Wilbraham Road, Hampden, MA 01036

*****DO NOT FILL OUT BELOW THIS LINE*****

For office use only:

Received by _____ Date _____

Certificate of insurance required: Yes: _____ No: _____

If yes, date due: _____ Date received: _____

Security deposit required: Yes: _____ No: _____ If yes, date received: _____

User fee required: Yes (and amount): _____ No: _____ If yes, date received: _____
Other special conditions or restrictions placed on this event: Yes: _____ No: _____

Approved by the Selectboard or Town Administrator:

Date _____