

424 White Mountain Highway  
P.O. Box 310  
Milton, NH 03851



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Town of Milton, New Hampshire

**MILTON TOWN HOUSE**  
**424 Town House Road, Milton NH**  
**RENTAL APPLICATION AND AGREEMENT FORM**

|  |                                 |
|--|---------------------------------|
| <b>APPLICANT NAME/ CONTACT PERSON:</b> | <b>TYPE OF EVENT:</b>           |
|  |                                 |
|  |                                 |
| <b>ADDRESS:</b>                        | <b>DATE &amp; TIME OF EVENT</b> |
|  |                                 |
|  |                                 |
|  |                                 |
| <b>TELEPHONE:</b>                      | <b># OF PEOPLE</b>              |
|  |                                 |
| <b>CELL PHONE:</b>                     |                                 |
|  |                                 |
| <b>EMAIL ADDRESS:</b>                  |                                 |
|  |                                 |

**SECURITY DEPOSIT AND USER FEE:** A \$250.00 security deposit is required to use the facility. The deposit will be refunded once the Town House is inspected and the facility is in satisfactory condition. Refunds may take up to two (2) weeks to be returned to the contact person. The requesting organization or individual assumes any and all responsibility when using the facility and will see that the facility is clean and made presentable before leaving the premises and will immediately report any damages. The Town reserves the right to bill you and/or your organization for any unforeseen expenses or damages to the Town House.

In addition to the security deposit, all individuals or for-profit organizations, will be assessed user fees in accordance with the fee schedule adopted by the Milton Board of Selectmen. Non-profit organizations applications will be accepted on an individual basis, and a donation will be required to offset the cost of utilities.

**Rental Fees:**

|  | Profit Based    |              | Non-Profit      |              |
|--|-----------------|--------------|-----------------|--------------|
|  | Milton Resident | Non-resident | Milton Resident | Non-resident |
| Facility Use                             |                 |              |                 |              |
| Up to 4 hours                            | \$50            | \$100        | \$30            | \$60         |
| Every additional hour up to 9 p.m., add: | \$5             | \$7          | \$3             | \$5          |

## MILTON TOWN HOUSE BUILDING USE REGULATIONS

### **Town House Review Board Safety Reviews**

All activities of a non-governmental nature shall require the applicant to meet with the Town House Review Board (THRB), which is made up of the Town House Stewardship Committee, the Chief of Police, Fire Chief and Town Administrator prior to the application being forwarded to the Board of Selectmen for its consideration. This Committee may recommend conditions to be placed by the Board of Selectmen on any application to ensure public safety. This committee may also recommend to the Board of Selectmen that any activity deemed to be unsafe by the committee be denied. If this is the case, a detailed, written justification for said recommendation shall be provided to the Board of Selectmen, who may override any recommendation made by the THRB.

Any activity of any nature which may pose traffic, pedestrian or any other public safety concerns may require review by the THRB, at the discretion of the Town Administrator.

1. No chairs, tables or other furniture other than those available for use in the Town House may be used without the express written approval of the Chair of the Stewardship Committee.
2. This is a **non-smoking facility** and as such, there is to be **no smoking inside the facility**. Please do not smoke immediately outside the building. The only designated smoking area is in the parking lot across the street from the facility, which is clearly marked with signs. Please dispose of cigarette butts in the receptacle provided in the designated non-smoking area.
3. Set up, take down and clean-up is the responsibility of the Applicant and s/he will be charged for areas that have not been cleaned or items that have not been put away properly. Set up, take down, and clean up must be done during the time of the rental.
4. No table, chairs or other furniture may be used other than what is in the facility unless specifically approved by the Chair of the Stewardship Committee. All tables, chairs, etc. must be returned to their proper places. **Do not drag tables and chairs across the floor.**
5. Garbage must be removed from the building and placed in trash bags (renter will supply bags) and placed in containers located outside the building. Lids must be firmly secured.
6. All decorations and, in accordance with the regulations adopted for this facility, no tape or any other method of attachment can be used on the floor, wall or ceilings, etc. Any banners or other display materials must be independently supported by means approved by the Chair of the Stewardship Committee.
7. Floors must be swept after use and mopped if needed.
8. It is the responsibility of the applicant to clean the kitchen area after the function, including any kitchen utensils used.
9. Alcohol is not allowed to be used in or on any town facility or property.
10. Compliance with these regulations is the responsibility of the person signing the Rental Agreement. The agreement must be signed by the responsible person.
11. Full payment is due at least seven (7) days prior to the rental date, or the event will be cancelled for non-payment.

### **AGREEMENT:**

I/ we have read the regulations governing the use of Milton Public Facilities and the Milton Town House Building Use Regulations in this application and agree to take full responsibility for the above-mentioned individual/group's compliance with the regulations. We understand that failure to abide by the regulations may result in immediate termination of facility use privileges. We understand that any damage done by the group will result in the loss of the security deposit and additional fees will be charged if necessary. We also agree to hold harmless and indemnify the Town of Milton and its employees for any injuries or damages resulting from our use of the facility.

**Printed Name of Applicant:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return completed application to;**

Milton Town Administrator, Town Hall, Town of Milton, P.O. Box 310, Milton, NH 03851, for approval at least fourteen (14) days prior to use of the facility.

\*\*\*\*\*

**Approved:** \_\_\_\_\_

**Denied:** \_\_\_\_\_

**Special Conditions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

|                  |         |       |
|------------------|---------|-------|
| Deposit Received | Amount: | Date: |
| Fee Paid         | Amount: | Date: |
| Deposit Returned | Amount: | Date: |