

# PERMIT FOR USE OF KENSINGTON GRANGE HALL

REVISED MAY 12, 2023

**APPLICATIONS MUST BE RECEIVED BY THE KENSINGTON GRANGE TRUSTEES  
([KENSGRANGE2022@GMAIL.COM](mailto:KENSGRANGE2022@GMAIL.COM)) AT LEAST 14 DAYS PRIOR TO DATE OF DESIRED USE.**

Name & Address of Applicant \_\_\_\_\_  
\_\_\_\_\_

Contact Number(s) \_\_\_\_\_

Email(s) \_\_\_\_\_

This permit is for the use of the Grange Hall for a \_\_\_public or a \_\_\_private event, to be held on (date) \_\_\_\_\_ from (time) \_\_\_am/pm to \_\_\_ am/pm. There will be approx. \_\_\_\_ people attending the event. This number includes hosting party personnel (including any contracted personnel) and the total number of guests expected.

Provide Brief Description of type/purpose of event and any special accommodations needed or other comments:

- A. **A refundable security deposit of \$50 is required.** It will be returned after the event if no damage is incurred. Date deposit received and initials of town receiving party \_\_\_\_\_
- B. Alcohol is permitted on the premises under certain conditions, but requires written approval by a town representative. Is alcohol to be served and/or sold at this event? \_\_\_\_\_. If yes, applicant must personally obtain/provide proper liability insurance coverage to Grange Trustees prior to approval of application. See Section H below. Applicant or another named person from the renting party must be present at all times during the event.
- C. All materials, food/beverage, leftovers, and waste products must be removed from the Grange Hall by renter after event. Tables, chairs, and all kitchen products and equipment used must be cleaned and returned to pre-use status.
- D. Does renter desire to use kitchen facilities to store, stage or warm food (no stovetop cooking/frying oils)? \_\_\_\_\_. All food, Beverages, food, & supplies must be removed at end of event and kitchen returned to pre-use status. Any special needs?  
\_\_\_\_\_
- E. All published health & safety guidelines must be followed. Applicant must review the current guidelines posted on town website and initial and date here signifying agreement to comply  
\_\_\_\_\_
- F. Safety & Emergency: Name of renting party who will be present during the entire event.  
\_\_\_\_\_ Date person was briefed on safety/emergency procedures for Grange \_\_\_\_\_.

G. Applicant has reviewed the *Grange Hall Rental Policies & Procedures Document 2021*, and understands damages will be assessed and billed to applicant if restrictions are violated. Applicant name/signature and date \_\_\_\_\_.

**H. The applicant must provide a certificate of insurance or request a waiver from procuring insurance when requesting usage of any town property or building and receive approval of such a waiver prior to permission being granted under this application. Required amounts: General Liability/Bodily Injury/Property Damage (combined) \$1 million with additional personal injury of \$300,000 and the Town of Kensington listed as additionally insured.**

Insurance coverage for non-Town sponsored events obtained through \_\_\_\_\_ (name of insurance company) with **Town of Kensington listed as co-insured**. Copy of insurance certificate to be provided to Grange Trustees at least 7 days prior to event.

I. All parties using the Kensington Grange Hall facilities pursuant to this rental agreement shall possess any and all license, rights, or other permission required by the law for use of such facilities. Moreover, in consideration for granting permission to use the Grange Hall facilities, the user and his/her/its respective successors and assignees covenants and agrees to indemnify, release, and hold harmless the Town of Kensington, its officers, agents, and employees, from and against any and all claims, liabilities, damages, costs, losses, expenses, and fees, including but not limited to reasonable attorney fees, for personal injury, including death, damage to or loss of property, and claims for workers compensation whether or not any of the above rise from the negligence of the Town, that user or User's guests or invitees, may incur arising from or related to the User's use of the facilities.

By signature hereupon you agree to accept responsibility for the activity described above, and attest that all information is true and correct \_\_\_\_\_

J. Payment, if required, for Use of Grange: \$\_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

K. **FINAL APPROVALS** (Signature & Date)

Applicant(s) \_\_\_\_\_

Grange Trustees \_\_\_\_\_

Selectman Representative Review \_\_\_\_\_

Comments: \_\_\_\_\_

L. Remission of security deposit check to renter (initials & date by town official) \_\_\_\_\_