

PERMIT FOR USE OF KENSINGTON GRANGE HALL

REVISED MAY 27, 2021

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 _____ people attending the event. This number includes hosting party personnel (including any contracted personnel) and total number of guests expected.

Brief Description of type/purpose of event:

Name & Address of Applicant_____

_____Contact Number_____

Email _____

- A. A refundable security deposit of \$50 is required. It will be returned after event if no damage is incurred. Date security deposit is received and initials of receiving party_____
- B. Alcohol is permitted on the premises under certain conditions and only with written approval by Board of Selectmen. Is alcohol to be served and/or sold at this event? _____. If yes, applicant must obtain/provide proper liability insurance coverage to Town Assessor's Office. TULIP Program is available through the Town. Applicant or another named person from 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. Will renter be using kitchen? _____ If yes, what food and Beverage products will be served? What method will be used to serve?
- D. Current COVID guidelines must be followed. Applicant should review the Town's "current" guidelines and provide a summary of their plans to adhere to : (a) Communication of COVID related requirements to those attending event, (b) Capacity guidelines/in-place distancing guidelines (proposed set up, movement patterns, food/beverage service plans, and additional

measures such as masks, hand sanitizers or screenings) Provide information here, or attach a document with the information.

Safety Committee Approval (initial and date) _____

E. Safety & Emergency: Name of renting party who will be present during entire event.
_____ Date person was briefed on emergency evacuation
procedures for Grange _____.

F. Hall Restrictions:
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.
Application name/signature and date _____.

G. FINAL APPROVALS (Signature & Date)

Applicant(s) _____

Grange Trustees

Selectman

Selectman

Selectman

H. Payment, if required, for Use of Grange: \$_____ Date _____ Initials _____