

LIMERICK BRICK TOWN HALL USAGE AGREEMENT APPLICATION

The following items must be taken care of by the user following each use:

- Per NFPA 101, Life Safety Code maximum occupancy is 49 persons. **ALL USAGE IS RESTRICTED TO THE FIRST FLOOR ONLY.**
- Cleaning the refrigerator and wiping any spills
- Sweep floors and stairs including damp mopping any spills.
- Tables and chairs must be returned to their proper place (fold tables and chairs and stack against the wall).
- Take all trash with you.
- Make sure toilets are flushed.
- Turn heat down to 60 degrees.
- **NO PARKING IN LOADING ZONE or SIDE OF BUILDING --- INITIAL _____ IF A VIOLATION OF THIS OCCURS, IT COULD RESULT IN A LOSS OF THE DEPOSIT BEING RETURNED**
- No smoking.
- No telephone service available – bring cell phone

The User will be responsible for providing the cleaning supplies. All decorating, room preparation and clean up must be performed on the day of the function.

By signing below, I acknowledge that I have read and understand the Limerick Brick Town Hall Policy for Use and agree to abide by that policy and the aforementioned conditions.

Signature of User _____ Date _____

Printed Name: _____ Photo ID: _____

Address: _____

Telephone: Home - _____ Cell - _____

Organization (if applicable): _____

Date of use: _____ Type of function: _____

Will alcohol be served? Yes or No If Yes, please note:

If liquor is to be served at any function, a law enforcement officer must be present and a bartender or catering service must be in attendance and the user will be responsible for arrangement and payment of their services. Appropriate temporary liquor licensing must be obtained from the State of Maine.

Amount of Fee Paid: _____ Date Received: _____

Amount of Deposit Paid: _____ Date Received: _____

Key # Issued: _____ Date Issued: _____

Key Returned to: _____ Date Returned: _____

Custodian signature: _____ Date Inspected: _____

Custodian Comments: _____

Security Deposit Refund Amount: \$ _____ Refund Check #: _____

Date Issued: _____ Treasurer signature: _____