

TOWN OF BEDFORD
APPLICATION FOR USE OF TOWN HALL BUILDING

Name of Organization: _____

Dates (s) of Use: _____

Set Up Time: _____ Actual Event Start Time: _____ End Time: _____

Type of Function: _____

Expected Attendance _____ Bedford Resident _____ Non-resident _____

Any Type of Alcoholic Beverage Being Served? YES _____ NO _____

Type of Entertainment (please be specific) _____

Not For Profit Organization: YES _____ NO _____ (If for profit, give details in Comment Section)

Are any fees to be charged to people attending the function? YES _____ NO _____
(If YES, give details in Comment Section)

PERSON IN CHARGE

E-MAIL: _____

Name: _____

Address: _____

Telephone Number: HOME _____ WORK _____

WAIVER: I HAVE READ AND UNDERSTAND THE PROCEDURES AND REQUIREMENTS FOR USING THE TOWN HALL AND FURTHER UNDERSTAND THAT THE TOWN OF BEDFORD CANNOT BE HELD LIABLE FOR ANY CLAIMS INCIDENTAL TO THE CONDUCT OF THE ACTIVITIES. I ALSO ACKNOWLEDGE THAT I AM 21 YEARS OR OLDER.

Signature: _____ Date: _____

COMMENTS: _____

For Office Use Only:

Request Received On: _____ Floor Level: _____

Police Officer Needed: _____ Times for Police: _____

*Approved by Police Department: _____

Approved by Parks & Recreation Director: _____

Request is Approved: _____ Denied: _____ By: _____

Fee Charged: Rental Fee: _____ Energy Charge: _____ ** Police Cost _____

Copy Sent to Applicant - Date: _____

TOTAL CHARGE: _____ (FEE TO BE PAID PRIOR TO USE)

***FOR ALL WEEKEND PARTIES/SPECIAL EVENTS**

****Police Officer on duty will lock up building. Any additional time required for the police officer will be billed in 30-minute increments.**