TOWN OF ORANGE  
RUTH B. SMITH AUDITORIUM  
RENTAL AGREEMENT

Date (s) Requested: ______________________   Time Requested: __________

Name of Organization: ____________________________________________________

Address    Street __________________________

City ______________   Zip Code ______________

Telephone Number ______________   E-mail __________________________

Group Representative ______________________________________________________

1. Purpose of rental _________________________________________________________

2. Liability Insurance
   (please include copy of insurance certificate) _____________________________

   If no, can insurance be obtained? _____________________________

3. Police Coverage if needed _______________________________________________
   (978-544-2129)

4. Board of Health if serving food ____________________________________________
   (978-544-1107)

5. Clean up   ____   A. Organization will assume cleanup responsibilities
                  ____   B. Organization will pay additional fee for janitorial
                  services; fee dependent on amount of work done.

6. Fee to open and close hall   $25.00

7. Rental Fees:   $100.00/day Function plus janitorial fee (see #8)
                  $ 50.00/day Non-profit function plus janitorial fee (see #8)
                  $ 75.00/day Function use of more than 1 day plus
                  janitorial fee (see #8)

8. Janitorial Fees $150.00

9. Deposit equal to janitorial fee (returned upon inspection of hall)
   (please make separate check)

10. Town Hall premises to be left in the same condition as when rental
    began. Signatures secured after the event.

    Organization Representative: __________________________ Date: ____

    Town Hall Representative/: __________________________ Date: ____
    Administrator
11. Equipment requested. Check if needed.

___ Stage: Can be used; it is appropriately equipped with outlets and proper amps.

___ Chairs: Person renting must provide chairs; the metal folding chairs may be used with permission from the Town Clerk. Various wooden chairs may be used.

___ Tables: Some are on the floor; additional tables would need to be secured by the person renting.

___ Sound system: May be used.

___ Keys: May be given to rental designee.

___ Trash barrels: May use, but must bring your own bags and remove trash yourself.

___ Projector: Not provided by the Town Hall; can be rented from the library.

___ Screen: There are 2 available for use – a white board and a regular screen.

___ Kitchen: Use of the area requires permission from the Town Clerk; area is really just counter space without appliances or water.

___ Piano - Steinway: Key must be secured from Town Clerk.

Oak furniture including Board of Selectmen chairs, Selectboard desk, desk for Town Clerk, and podium that is roped off MAY NOT BE USED.

12. Any other pertinent information or requests: ____________________________________________

Date: _______________ Organization Representative: ______________________

Date: _______________ Town Hall Representative/: ______________________

Administrator