

**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