

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