

## PERMIT APPLICATION FOR USE OF THE WOODBURY TOWN HALL

The Woodbury Town Hall is available to rent for private functions in accordance with the following stipulations. Robin Durkee is the property manager for the Town Hall and must be contacted prior to using the Town Hall. Please complete this form and forward to Robin Durkee at [juzzchillinnow2015@aol.com](mailto:juzzchillinnow2015@aol.com) or by phone at 1.802.456.1355. Robin will evaluate the application and issue a permit or not.

Name of person or group: \_\_\_\_\_

Physical or Email Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Function Description: \_\_\_\_\_

Date requested: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

### Rental Fees:

- Woodbury resident or property owner:
  - \$50.00 per event paid in advance to “The Town of Woodbury”
  - \$50.00 damage deposit paid in advance to the “Town of Woodbury” is required and will be refunded after the Hall is inspected.
- Non-resident:
  - \$75.00 per event paid in advance to “The Town of Woodbury”
  - \$75.00 damage deposit paid in advance to the “Town of Woodbury” is required and will be refunded after the Hall is inspected.

Town organizations have priority for usage of the Hall and neither the rental fee nor the damage deposit will be charged. These organizations will be held to the terms for use however.

Events held in conjunction with a funeral will not be charged a rental fee. A damage deposit will be charged; the terms for use still apply.

The terms and conditions for a person, group or Town organization named on this application for the use of the Town Hall include:

1. No more than 75 guests are allowed at a function.
2. Evening events must end by 12:00 AM (Midnight).
3. The permit applicant is responsible for conduct of the group using the Hall.
4. The permit applicant is responsible for the repair of damages to the Hall or contents in the Hall, including tables, chairs, lighting fixtures, floors, windows, etc.
5. The permit applicant is responsible for cleaning the Hall, sweeping the floor, and removing all litter, garbage, and personal belongings from the Hall.
6. Decorations may not be attached to the walls or fixtures in the Hall.
7. Exotic dancer performances are not allowed in the Hall.
8. Before leaving the Hall please:

- a. Turn down the heat to 55 degrees.
- b. Close all windows
- c. Turn off all the lights
- d. Lock the door.

**SPECIAL CONDITIONS**

- 1. CONSUMPTION OF ALCOHOLIC BEVERAGES IN THE TOWN HALL AND PARKING LOT IS NOT ALLOWED.
- 2. THE USE OF TOBACCO, MARIJUANA, AND ILLEGAL DRUGS ARE FORBIDDEN IN THE TOWN HALL AND PARKING LOT.

The permit applicant agrees to indemnify and hold the Municipality, its officers, agents, and employees, harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the Town Hall by User and User's employees, agents, contractors, licensees, guests, and invitees.

Signature of permit applicant \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of permit applicant: \_\_\_\_\_

Permit granted by Hall Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Robin Durkee

