APPLICATION TO USE THE CRAPO BUILDING

Name of Organization and/or person requesting use: _____

Address: _____

Telephone_____ E-Mail_____

Purpose for use: _____

Date and Hours requested: _____

Any organization or individual using the hall will be responsible for following the rules on the reverse of this application and seeing that Alcoholic consumption is in accordance with all State and Local regulations. SMOKING IS NOT ALLOWED INSIDE THE CRAPO MEMORIAL BUILDING.

A Certificate of Insurance is required for all groups/individuals using the Crapo Building. The Town of Sugar Hill must be listed as Additional Insured. Limit of insurance to be minimum of $500,000 and if liquor is served $1,000,000.

Any damage done to the building or the contents will be the responsibility of the user.

Number of people in attendance: _____

Parking Detail Necessary: Yes_____ No_____
(If so, please make necessary arrangements to have a qualified person available.)

Will entry fee be charged? Yes_____ No_____ Amount_____

I, the undersigned, understand the above responsibilities and realize that any infraction of these responsibilities could result in the loss of future use of the Crapo Memorial Building. First infraction will result in a warning; the second infraction may result in the loss of use of the Crapo Building.

Signed: _____Position:_____

Address_____

Telephone: _____ Date: _____

Approval action (yes) (no) Date: _____ Fee: _____

Town Administrator_____

RULES FOR THE USE OF THE CRAPO MEMORIAL BUILDING
There will be no smoking in the building.

A Certificate of Insurance is required by any group using the building with the Town of Sugar Hill listed as an additional insured. Minimum is $500,000 and if liquor is served $1,000,000.

Prior to your function:

1. Please contact the town office at 823-8468 to set-up a time to go over rules and location of supplies. Key will not be issued until this is taken care of.
2. Please pick up the key to the building from the Selectmen's Office.
3. Access to rear exit door must be maintained at all times.
4. Do not tape anything to floor or make holes in walls.

After your function:

1. All decorations are to be removed from building and chairs and tables put back in proper place.
2. Rubbish cans in the kitchen and bathrooms emptied and trash disposed of.
3. All floors vacuumed (central vac in janitor closet) and spills damp mopped.
4. Dishes washed and put away. Counters, stoves and sinks left clean.
5. Refrigerator emptied and food disposed of.
6. All lights must be turned off before leaving the building and front door locked. Return key to Selectmen's Office.

If the building is not left as found there will be a $250.00 cleaning fee assessed.

Sugar Hill Residents using the building for non-profit events will be required to pay a fee of $25.00. Residents using the building for profit will be charged as directed by the Selectmen.

Non-residents will be required to pay $100.00 per day for the use of the building.