APPLICATION TO USE THE MEETINGHOUSE

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 MEETINGHOUSE.

A Certificate of Insurance is required for all groups/individuals using the Meetinghouse. 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 Sugar Hill Meetinghouse. First infraction will result in a warning, the second infraction may result in the loss of use of the Meetinghouse.

Signed:_____Position:_____

Address_____

Telephone:_____ Date:_____

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

Town Administrator_____

RULES FOR THE USE OF THE SUGAR HILL MEETINGHOUSE
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 using the Meetinghouse:
1. You must call the town office 823-8468 so that they can set a time to meet with you and go over the building and cleaning requirements prior to picking up a key for the building.

Prior to your function:
1. Please pick up the key to the building from the Selectmen's Office.
2. Please contact custodian if anything is to be removed from the hall before setting up for your function. Do not tape anything to floor or make holes in walls.
3. Exit lights must be on during use of building. Switch is located to left of front door.
4. Access to rear exit door must be maintained at all times.
5. Do not drink tap water. Filtered water provided at kitchen sink or use bottled water.
6. Do not hang anything from chandeliers, as they are very fragile.
7. NO tacking or taping on the 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 kitchen and bathrooms emptied and trash disposed of.
3. All floors and carpeting vacuumed and spills damp mopped.
4. Dishes washed and put away. Counters, stoves (please check for spills) and sinks left clean.
5. Refrigerator emptied and food disposed of.
6. Heat in great hall turned off and kitchen turned down to 56. Please close kitchen doors before leaving.
7. All lights including exit lights must be turned off before leaving the building and front door locked. Return key to key box on left side of door.

Cleaning supplies are located in storage room at base of stairway. Any questions please contact custodian. If the building is not left clean there will be a $250.00 cleaning fee assessed

FEES:
Sugar Hill Residents Private Event: $125.00
Non-residents Private Event: $1000.00 (Beginning January 1, 2025)