

**TOWN OF EXETER
TOWN HALL RESERVATION**

RESERVATION DATE _____

TIME: _____ TO _____

ORGANIZATION NAME: _____

RESPONSIBLE PARTY: _____

ADDRESS: _____

PHONE: _____

APPROXIMATE NUMBER OF PEOPLE WHO WILL ATTEND: _____

WILL FOOD AND/OR BEVARGE BE SERVED? YES _____ NO _____

The individual whose name appears above is responsible for the conduct of persons covered by this permit. Any physical damage will be personally charged to this individual. No food or beverages or their containers are to be left in the rooms. You are responsible for leaving the town hall in the condition, in which it was found, including the locking of all doors, which have been opened. GARBAGE should be left in closed garbage bags (**provided by you**) in the town hall next to the shop door. PLEASE DO NOT PUT GARBAGE OUTSIDE. The key that is provided will open the front door only.

THE KEY MUST BE RETURNED THE FOLLOWING DAY. IF FOR SOME REASON YOU CANNOT RETURN THE KEY, NOTIFY THE TOWN CLERK AT 424-1697.

Signature (Responsible Person)

KEY ISSUED: YES _____ NO _____ RESERVATION TAKEN: _____

DATE ISSUED: _____ SHERIFF NOTIFIED: _____

DATE RETURNED: _____ MAINTENANCE: _____

FEE PAID: YES _____ NO _____ DEPOSIT PAID: YES _____ NO _____

DATE: _____ DEPOSIT RETURNED: YES _____ NO _____

IF NO-REASON WHY: _____

DATE FINALIZED: _____

