GREAT HALL REQUEST USE FORM

(Please print)

REQUESTED BY:

Person(s) or organization:
Address:
Phone:

DAY(S): _____

TIMES: ___

(From - to // A.M. or P.M.)

PLEASE FILL OUT & SUBMIT FORM TO TOWN CLERK
** AT LEAST 7 - 14 DAYS PRIOR TO EVENT
**
CC: to Police / Building Maintenance

SET-UP NEEDS:

Chairs - available (60): Tables - available (11) 11- 6 ft. tables

Projection Screen P. A. System Need: ______ Need: _____

Need:	
Need:	

It is your responsibility to see that all equipment borrowed is returned in proper working condition. Any damage incurred shall be repaired, or the replacement cost shall be the responsibility of the person or organization using the hall or equipment. This also includes any additional custodial time needed to ready the hall for its next use.

_____(Signature)

**** After hours use **** PLEASE CONTACT THE SELECTMENS OFFICE TO MAKE ARRANGEMENTS FOR THE KEY. (781)294-1316

Special set - up -------Use back to draw or describe any additional set up request: