



# Application for Use of Town Hall Board Room

The Town of Granby recognizes Town Hall is a public facility and should be available for use by Town residents or groups. It is the policy of the Town of Granby to allow Granby residents and groups use of the Town Hall Board Room for events which are open to the public and of general interest to Town residents and their invitees.

To request availability please review the Town Hall Board Room Use Policy and then complete the application. The application and appropriate fee(s) for the use of the Board Room must be completed and returned in person or via email to the Town of Granby at least one (1) week prior to the date of requested use.

A \$50.00 deposit is required, along with the room fee of \$50 for ½ day use, or \$75.00 for the full day. Verified non-profit organizations will be charged half the rate as noted above, and government agencies will have fees waived.

Staff Use Only
<b>Date Application Submit:</b> _____
<b>Fee Paid:</b>
<input type="checkbox"/> Cash
Receipt # _____
<input type="checkbox"/> Check
Check # _____
<input type="checkbox"/> Credit Card
Receipt # _____
<b>Date &amp; Times of Event:</b> _____
<b>Confirmation &amp; Policy Delivery:</b>
<input type="checkbox"/> Mail
<input type="checkbox"/> E-Mail
<input type="checkbox"/> In Person Pick-up

Applicant Information	
<b>Name of Organization:</b>	
<b>Physical Address:</b>	
<b>City, State, Zip:</b>	
<b>Mailing Address (if different than physical address):</b>	
<b>City, State, Zip:</b>	
<b>Type of Organization:</b> <input type="checkbox"/> Private-Sector <input type="checkbox"/> Non-Profit <input type="checkbox"/> Government	
<b>Primary Contact Person:</b>	<b>Title:</b>
<b>Mobile Phone Number:</b>	<b>Email:</b>
<b>Primary Contact Person:</b>	<b>Title:</b>
<b>Mobile Phone Number:</b>	<b>Email:</b>

Description of Event		
<b>Purpose of Event:</b>		
<b>Is the event open to the public?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Number of Attendees:</b>	<b>Do the majority live in Granby?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date of Event:</b>	<b>Start/End Event Time:</b>	
<b>Pre Event Set-up Timeframe:</b>	<b>Post Event Break-down/Cleaning Timeframe:</b>	
Logistics		
<b>Audio/Visual Equipment Needed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Additional Chairs or Tables Needed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Will Refreshments be Served?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Kitchen Use Needed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Will the event exceed 29 parking spaces?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Application Checklist		
<input type="checkbox"/> Completed and signed application form <input type="checkbox"/> \$50 deposit <input type="checkbox"/> Reservation fee <i>(if non-profit or government agency, please include copy of verification)</i>		

**Applicant Signature**

Applicant certifies that all information provided is true and accurate and is submitted to induce the reservation for the use of the town hall board room. Applicant agrees to be bound by all the provisions of the Town of Granby use of town hall board room policy, and to act in accordance with applicable Federal, State and Local laws.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Approved By:**

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date