

TOWN OF BURLINGTON

Town Hall Use Agreement

There is no charge to use the town hall except for commercial activities. A \$5.00 fee will be assessed if the event is a money making project.

A cleaning and damage deposit of \$100.00 is required at the time the activity is scheduled. If the building is clean and damage free, the entire deposit will be refunded.

Name \_\_\_\_\_

Address \_\_\_\_\_

Date of Use \_\_\_\_\_

Time \_\_\_\_\_

Activity \_\_\_\_\_

Approximate Number of People Involved \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

I agree to pick up all debris, stack tables and chairs, vacuum carpet, empty the garbage, clean bathrooms and sinks as necessary, turn off lights and lock the door. I will return the key to the town clerk or leave it in the drop box. I will report any damage or problems to the town clerk and assume responsibility for any needed repair.

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