

RENTAL APPLICATION FOR THE SALEM TOWNSHIP TOWN HALL

Applications must be submitted to the Town Clerk at least 14 days before the event.

Date of the Event _____ Type of Event _____

APPLICANT INFORMATION;

Name of Applicant: _____ Date of Application _____

Address: _____ Home Phone _____

_____ Work Phone _____

Rental Hours: Starting Times: _____ Ending Time: _____

(Not Later Than _____)

Set-up and Clean-up Times. Applicant may request additional time to set up for the event or the clean up after the event.

Set-Up Date & Times _____

Clean Up Date and Times _____

Alcohol: No alcohol is allowed.

Insurance. Applicant may be required to provide proof of liability insurance before the event in the amount determined by the Town.

Residency: Is the applicant a resident of the Town? _____ YES _____ NO

Rental Fees & Damage Deposit. A rental fee and a damage deposit if required must be paid to the Town at least 14 days before the event or this application is voided. The applicable fees are those as set by the Town in its Township Hall Rental Policy.

Applicant Understands and agrees that if its application is approved, applicant is fully responsible for the event and is subject to the terms and conditions of the Township Hall Rental Policy.

Applicants Signature

Date

TOWN USE ONLY

Application Approved _____ YES _____ NO. If "No" the reason(s) for the denial:

The approval is conditioned upon the following modifications, limitations, or additional requirements (if any):

FEES: Rental Fee: \$ _____ Damage Deposit (if required): \$ _____

For the Town: _____

Printed Name

Signature

Date