



CITY OF HALLOWELL

ONE WINTHROP STREET
HALLOWELL, MAINE 04347

AGREEMENT FOR RENTAL OR USE OF CITY HALL FACILITIES

This agreement is made this _____ day of _____, 20 ____

between the City of Hallowell and _____,

for the following purpose: _____

_____.

1. Category of Renter: _____

2. Dates of Rental: _____

3. Facility:

A. Auditorium _____
(Required set-up - # of chairs _____, arrangement of chairs _____)

of tables _____, arrangement of tables _____

Piano _____, Refrigerator _____, other _____)

B. City Council Chambers _____

C. First Floor Assembly Area _____

D. Other _____

4. Time Frame:

A. Morning: _____

B. Afternoon: _____

C. Evening: _____

D. All Day: _____

5. Fees:

A. Auditorium: _____
(If Non-Profit, a copy of Federal Exemption Certificate 501(c) (3) attached)

B. Police: _____

C. Total Fees _____

D. 50% Rent Deposit _____

E. Cancellation Refunds (see Policy 2019-01 "Limitations" 8, 9, 10):

Amount Retained by City: _____

Amount Refunded to Renter: _____

6. The Auditorium is not officially scheduled until a contract for rental/use of the Auditorium is completed and signed by the City and the Renter.

By signing this agreement, the renter / or user agrees to the following stipulations:

1. Policy 2019-01 (City Hall Auditorium Rental and Use Policy) has been received, read and understood.
2. Policy 2019-01 will not be violated.

City Clerk or City Manager
For the City of Hallowell

Renter / User

Address: _____

Phone #: _____