

**TOWN OF BUCKLAND**  
**MASSACHUSETTS**

**APPLICATION FOR USE OF TOWN HALL**

NAME OF ORGANIZATION: \_\_\_\_\_

RESPONSIBLE PERSON: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PURPOSE OF USE: \_\_\_\_\_

DAY(S) and DATE (S) REQUESTED: \_\_\_\_\_

TIMES REQUESTED: \_\_\_\_\_ TO \_\_\_\_\_ ESTIMATED ATTENDANCE: \_\_\_\_\_

ADMISSION FEE TO BE CHARGED?: \_\_\_\_\_ (yes/no)

DO YOU PLAN TO SERVE FOOD?: \_\_\_\_\_ (yes/no) *(Note additional fees apply-see below)*

POLICE CHIEF NOTIFICATION Date: \_\_\_\_\_

**RENTAL FEE SCHEDULE:**

	<b>Hall Fee</b>	<b>Seasonal Charge*</b>	<b>Serving Food</b>	<b>TOTAL</b>
Buckland Indiv/Group No Admiss. Fee	\$30	\$15	Yes / No If yes + 1hr Cust.	
Buckland Indiv/Group w/ Admis. Fee or Tuition	\$60*	\$25	Yes / No If yes + 1hr Cust.	
Other Entities	\$175	\$35	Yes / No If yes + 1 hr Cust.	

\*Use during heating season October 1 – April 1

TOTAL FEE: \_\_\_\_\_

A group is defined as a Buckland Group if the applicant is a Buckland resident *and* the event is primarily focused on attracting residents of Buckland. Town Departments may use the Town Hall upon reservation for no fee.

It is understood that any group using the building is expected to return the area used to "as found" condition and that the *group will be held responsible for any damages incurred during the time of use*. The cost of returning the rented space to as found condition will be deducted from the renter's security deposit.

**STATEMENT OF ACCEPTANCE:**

I/We agree to abide by the Policies relating to Town Hall use as presented with this application and to pay any stipulated fee.

By signing and dating this application, I am stating that I have complied with all local, state and federal regulations and laws, that the information supplied accurately describes the proposed event and that I will pay the current fees. I agree to reimburse the Town for any expenses incurred by the Town as a direct result of my use of the Town Hall.

**HOLD HARMLESS/INDEMNIFICATION AGREEMENT:**

I shall, to the maximum extent permitted by law, indemnify and save harmless the Town of Buckland, its officers, agents, volunteers, and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with the lease or use of the Buckland Town Hall for any damage to its real or personal property that occurs in conjunction with the lease or use of the Town Hall at 17 State Street by myself, or any agent of mine, unless the damage is caused by the Town of Buckland's gross negligence or willful misconduct.

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Signature of Applicant

Date

**INSURANCE REQUIREMENTS:**

It is the intent of the Town of Buckland to protect itself from liability arising from the use of the Town Hall by organizations or individuals using the Town Hall for private or public events. To this end the applicant must do the following:

1. Sign below in acknowledgement of having read the Hold Harmless Agreement included in the application above and in agreement the applicant understands that they are contractually accepting to assume all legal liability for themselves and other entities as they may allow to use the premises under their application.

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Applicant's Signature

**OR** upon request of the Select Board:

2. Provide a **CERTIFICATE OF INSURANCE COVERAGE** that serves as proof that the applicant carries adequate insurance and that names the Town of Buckland as an Additional Insured. (This is mandatory for approval to serve alcoholic beverages.)

**OR** upon request of the Select Board

3. Request **SPECIAL EVENTS COVERAGE** through the Town of Buckland's insurance provider.

\_\_\_\_\_  
Approval Granted/Denied

\_\_\_\_\_  
Date

\_\_\_\_\_  
Select Board Signature

**PLEASE NOTE:** Your approval for use is not complete until such time as you meet the insurance obligations as agreed upon with the Select Board.