



**Keene Public Library Event Space Rental Application**

Date: \_\_\_\_\_

**Applicant Information**

Lessee Full Name \_\_\_\_\_  
*Last First MI*

Sponsoring Organization \_\_\_\_\_  
If applicable

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Contact Person if different from Lessee \_\_\_\_\_ Contact Phone \_\_\_\_\_

**Event Information**

Please circle the Event Space you would like to rent: Note each space is charged separately.

**Heberton Hall      Cohen Hall      Putnam Atrium      Gallup-Minard Courtyard**

Requested Dates \_\_\_\_\_ Time of the Actual Event \_\_\_\_\_

Number of Hours requested for Setup \_\_\_\_\_ Number of Hours for Take down \_\_\_\_\_

Please estimate the number of attendees \_\_\_\_\_

Will there be sales or fees? If yes, please describe.

\_\_\_\_\_

Do you plan to serve alcohol? Please circle **YES** **NO**

If so, you will be directed to the City Clerk's office to complete the appropriate forms for licensing and permissions.

Please briefly describe your event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Equipment**

Do you need to use the Kitchen? Please circle **YES** **NO**

Note there is an additional charge for the use of the kitchen. No food maybe prepared or cooked on site. The kitchen can be used for limited refrigeration, sink access and serving prep.

## Equipment (Cont.)

Circle requested equipment:

Podium

Projector

Number of Chairs \_\_\_\_\_

Pull down screen

Number of Tables \_\_\_\_\_

Microphone

Tables available are 8 - 60" by 24" and 3 round tables that can be split into 6 halves measuring 48" in diameter. Occasionally other tables may be available upon request.

Hearing Assistance System

White Board, Portable

## Approval Conditions

Events held in these larger spaces of the library are subject to a **minimum** \$50 maintenance fee and are required to carry liability insurance in the amount of \$1,000,000 naming the City of Keene as an additional insured.

Name of Liability Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Events with expected attendance of over 20 individuals may necessitate additional staff presence as determined by the library. Exact fees will be determined based on the parameters of the event.

Typically, the maintenance fee for larger events amounts to \$225, without use of the Kitchen..

Event organizers are responsible for returning the room to its original order. All trash and recyclables must be collected and disposed of in a manner acceptable to the library.

Smoking and flammable candles, lights or other incendiary objects are strictly prohibited.

Alcohol is permitted only under the auspices of the City Clerk's office. Please address questions concerning permissions and licensing with them.

Once approved, a non-refundable deposit of 25% of the total cost, with the remaining balance due 1 week prior to the scheduled event is required, unless otherwise approved. The deposit will be applied to the final bill. Any change to the original agreement must be requested in writing 30 days prior to the event, and is not in effect until approved by the Library Director or her designee. If notification has not been received, the Library reserves the right to comply with the original agreement. Applicant is required to sign a Revocable License and Indemnity Agreement.

Events held outside of Library hours are billed a Supervisor fee at \$20 an hour.

I have read and agree to comply with the rules governing the use of the Hall and the fees as listed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Organization \_\_\_\_\_

**Return this form to Colleen Swider, Keene Public Library, 60 Winter St., Keene, NH 03431. When approved, you will be notified by phone or email confirming the fee and payment deadlines. You will then be asked to sign an indemnity form and provide proof of required insurance.**