



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:

Projector

Number of Chairs _____

Pull down screen

Number of 6ft tables _____

Microphone

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 \$150.

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.

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.