

Application for Use of Town Meeting Room



Town Hall

Selectmen's Meeting Room		Conference Room 1	
Auditorium		Conference Room 4	

Homer Building

Art Gallery		Room 313	
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Please return completed form along with check or drop off at: Board of Selectmen's Office, Town Hall, 2nd Floor, 455 Concord Avenue, Belmont, MA 02478 **at least 30 days prior** to requested event for approval. For any questions, please contact the Town Administrator's Office at (617)-993-2610. Email: selectmen@town.belmont.ma.us Fax: 617-993-2611

By signing below, I hereby agree to abide by all of the Policies and Conditions of Use for the above facility, and all of the laws and bylaws of the Commonwealth of Massachusetts and the Town of Belmont.

Signed _____ Date _____

Approval of reservation is granted with the understanding that the Town of Belmont, its employees or agents shall not be responsible for injuries sustained on the premises or adjacent grounds. Approval of reservation is granted with the understanding that the Applicant shall reimburse the Town of Belmont for any property damage.

All Users of the Gallery and Room 313 shall be respectful of and extremely careful of the presence of art work on display. The Applicant and not the Town of Belmont shall be responsible for any damage to pieces of art while displayed in the Gallery.

Please cancel event at least 48 hours in advance. If cancellation is not received within the requested time, your security deposit will not be returned.

CONTACT INFORMATION

Applicant's name: _____

Sponsoring organization or Belmont Resident: _____

Phone number: _____

E-mail address: _____

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EVENT INFORMATION

Date and time: _____

Type and purpose of event: _____

Will there be an admission charge? _____

Estimated number of attendees _____

Please describe room setup request _____

Will refreshments be served? Yes _____ No _____.

If refreshments are being served, please contact the Health Department at 617-993-2720.

Please provide caterer's contact information _____

If yes, extra trash receptacles will be needed? _____.

Equipment available: podium microphone projector and screen
 Kitchen table and sink available for catering use

If liquor is to be served, a One-Day Alcoholic Beverage License Application must be obtained and approved by the Selectmen's Office. There is a fee for the application and liquor liability insurance (most caterers carry the insurance) must be submitted. A vote by the Board of Selectmen is required for approval. Please submit your application 30 days prior to your event. Please use link to One-Day Alcoholic Beverage License Application.

http://belmontma.virtualltownhall.net/Public_Documents/BelmontMA_Admin/OneDayliqlicapplication.doc

To be completed by Manager of Building Services

Approval Granted: _____ Date: _____

Custodial Services confirmed: Date: _____

To be completed by Director of Health

Approval Granted: _____ Date: _____