



**AGREEMENT FOR USE OF MUNICIPAL BUILDING AUDITORIUM  
CITY OF DOVER, NH  
APPLICATION FOR AUDITORIUM RENTAL**

All organizations using the City Hall Auditorium shall be responsible for adhering to all Rules and Regulations as stated on reverse side of application. Upon the signing of the application, this is an acknowledgment that the renter has read and understands the Fees as stated below and acknowledges and accepts the Rules and Regulations.

Organization \_\_\_\_\_ Telephone \_\_\_\_\_  
Name and address of authorized representative: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose: \_\_\_\_\_  
(Dance, Reception, Lecture, Meeting, etc)

We (will, will not) need \_\_\_\_\_ chairs (Maximum Available 150)

We (will, will not) use the public address system

IN CONSIDERATION OF BEING ALLOWED TO RENT THE DOVER CITY HALL AUDITORIUM, I, \_\_\_\_\_

DO HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF DOVER, NH and all city agents and employees, its sponsors, officers, directors and agents, from nay and all liability for damages and/or personal injury of any kind which may arise in any way as a result of the rental of the auditorium and have read and fully understand the rules and regulations set forth by the City in this rental agreement.

Application accepted by: \_\_\_\_\_

Signature of authorized representative  
For Organization

Date of Application \_\_\_\_\_

**USE OF AUDITORIUM - RATE SCHEDULE**

	Dover resident	Non-Resident Individual or Organization
BASIC CHARGE	\$50.00	\$70.00
Maintenance Personnel (to lock and unlock bldg, cleaning, etc.)	\$35.00 per hour for a minimum of 4 hours	\$35.00 per hour for a minimum of 4 hours
<b>DAMAGE DEPOSIT</b>	<b>\$100.00</b>	<b>\$100.00</b>
SATURDAY, SUNDAY, HOLIDAYS	MINIMUM RENTAL CHARGE OF \$250.00	MINIMUM RENTAL CHARGE OF \$250.00

Damage Deposit of \$100.00

**RULES AND REGULATIONS  
FOR AUDITORIUM RENTAL**

1. **Maximum persons permitted in assemblage shall be: Stage Show 719, Dance 300.**
2. **A rental check and damage deposit check are required at least one (1) week prior of rental date.**
3. **User is responsible for any and all damages. The damage deposit check will be returned by the City Clerk upon verification with maintenance personnel that damage did not occur.**
4. **All functions will be concluded by 10:00 p.m. during the week or the \$35.00 per hour with a minimum of the 4-hour rate for staying beyond 10:00 p.m. *will be* charged.**
5. **No decorations attached to walls, ceiling or stage. NO PERMANENT SECURED ITEMS OF ANY KIND. (In special circumstances City Clerk and/or City Manager, may permit decorations).**
6. **ABSOLUTELY No smoking, food or soft drinks are permitted in the auditorium.**
7. **There shall be NO intoxicating substances of any kind allowed in City Hall.**
8. **No changes will be made in the lighting arrangements, nor tampering with lighting controls, (except as may be authorized by the City Clerk and /or City Manager).**
9. **Set up or dismantling of chairs and/or tables and equipment requiring multiple electrical outlets\* shall be done under supervision of City personnel.**
10. **DRAGGING OF TABLES, CHAIRS, ETC. ON THE AUDITORIUM FLOOR IS NOT PERMITTED.**
11. **There shall be NO ANIMALS allowed in the City Hall building during event.**
12. **Children must be under the supervision of an adult at ALL TIMES.**
13. **Persons and/or organizations will clear the building of their belongings by ten o'clock the following morning and shall be held responsible for any damage to property that occurs.**
14. **Persons and/or organizations violating these rules as stated *will forfeit* any damage deposit.**
15. **Parking should be at the library/McConnell center parking lot. If large numbers are anticipated then the Clerk should be notified so that Dover Police can post event parking.**
16. **If large numbers are expected, or room set up changed then the Fire Department and Police Department should be notified for review**