

RENTAL APPLICATION

LANCASTER TOWN GREEN AND LANCASTER TOWN HALL AUDITORIUM

TO: BOARD OF SELECTMEN, LANCASTER, MASSACHUSETTS

RE: PERMISSION TO RENT THE LANCASTER TOWN HALL IS REQUESTED BY:

NAME OF INDIVIDUAL/ORGANIZATION

EVENT DETAILS

DATE(S) _____ TIME _____

PROGRAM: _____

REHEARSAL(S) WILL/WILL NOT BE NECESSARY ON

FROM: _____ TO: _____

IF BANQUET, CATERER WILL BE: _____

WE DO/DO NOT PLAN TO HAVE A UNIFORMED POLICE OFFICER ON DUTY.

PROGRAM DIRECTOR/CONTACT PERSON NAME: _____

ADDRESS: _____

PHONE #: _____

ACTION TAKEN ON ABOVE APPLICATION

DATE RESERVED BY: _____

CUSTODIAN

APPROVED BY SELECTMEN, AS REQUESTED _____

APPROVED BY SELECTMEN, WITH FOLLOWING STIPULATIONS

TOTAL AMOUNT OF FEES DUE (SEE SCHEDULE) _____

DISAPPROVED _____ REASON _____

LANCASTER BOARD OF SELECTMEN

DATE: _____ BY: _____