

# 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: \_\_\_\_\_