

## Town of Draper Town Hall Use Agreement

It has been a longstanding tradition that the Town of Draper Town Hall will be available to Town of Draper residents for use free of charge.

However:

1. Reservations must be made in writing with the Town Clerk at least two (2) weeks in advance of the event so that time conflicts can be avoided.
  
  2. There is no charge for use of the hall, but the responsible party must agree to;
    - a) pay for any damages to the hall or surrounding Town of Draper property,
    - b) set up and put back all tables, chairs and fixtures used.
    - c) clean up and remove all decorations, trash or garbage from the hall **or the cleanup will be done by Town of Draper employees at their hourly rate.**
- The charge for damages will be the cost to repair or replace any items damaged beyond normal wear and tear by the Town of Draper.
  - The charge for cleanup by Town employees will include salaries, benefits for employees and the cost of supplies used.

Requested date of use of the Town Hall: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ (no later than 10:00 PM)

Will alcoholic beverages be served? (Yes \_\_\_\_\_ or No \_\_\_\_\_)

**(Contact Town Clerk to apply for temporary "Picnic License" if beer or wine will be sold at your event.)**

Number of people expected: \_\_\_\_\_

Name, address and telephone number of the responsible individual (printed):

Signature of the responsible individual: \_\_\_\_\_

Date: \_\_\_\_\_