

**Town of Walpole
Town Hall Rental Agreement**

Date of Event

Name of Renter

Physical Address

Town, State, Zip

Mailing Address

Town, State, Zip

Type of Event

Number of Guests

Daytime Phone #

Cellphone #

Work Phone #

I am agreeing to rent the Walpole Town Hall for a: (Circle One) Half Day Rental/ 8:00am - 3:00 pm
Half Day / 5:00pm - Midnight Full Day Rental 2-Day Package 2-Day Package with Gazebo
3-Day Package 3-Day Package with Gazebo

I am agreeing to the use of the: (Circle One)
First Floor Second Floor Both Floors

I am certifying that I am renting the Town Hall as a: (Circle One)
Town of Walpole Resident Non-Resident Resident Non-Profit Non-Resident/NonProfit

**I certify that I have read, understood and have agreed to the Town Hall Rental Agreement and information. I also certify that I have read and signed the Indemnity Agreement.
I have received a copy of this agreement.**

I understand that the balance due on the rental is due within 60 days of the rental. I understand that if the balance is not paid within the time allotted I may forfeit my rental and deposit.

Renter's Signature

Date

Office Personnel

Date

Deposit: _____ Rental Fee: _____ Total Amount Due: _____
Deposit Amount: _____ Date Paid: _____ Cash/Check#: _____
Balance Due: _____ Balance Due on or before: _____
Date Balance Paid: _____ Amount: _____ Cash/Check #: _____

Renter's Signature

Date

Office Personnel

Date

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