



TOWN OF NEW CASTLE  
REQUEST FOR BUILDING RENTAL  
TOWN HALL/RECREATION BUILDING



PLEASE COMPLETE AND RETURN TO:

Board of Selectmen  
Town of New Castle, NH  
PO Box 367  
New Castle, NH 03854

**I would like to rent:**

Town Hall

Recreation Building

Macomber Room

**Date and time:**

Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Beginning at \_\_\_\_\_ AM PM

Ending at \_\_\_\_\_ AM PM

**For the purpose of:**

Activity: \_\_\_\_\_

Group/Organization \_\_\_\_\_

**Acknowledgment**

Responsible party agrees to abide by all posted rules in the facility and the attached guidelines, particularly not allowing any helium balloons. Deposit is not refundable unless premises are left in same condition as when rented.

Nonprofit organizations must furnish proof of insurance naming the Town of New Castle as additionally insured.

Maximum number allowed per room/building: Town Hall: 49; Rec Bldg: 252 w/ tables and chairs, 540 w/ chairs; Macomber Room: 100 maximum.

There will be a \$25 fee for cancellation.

**Indemnification:**

*In consideration for allowing the use of the town hall facility or recreation building, the lessee hereby covenants and agrees at all times to indemnify and hold harmless the Town of New Castle, its board of selectmen, and employees, to the fullest extent permitted by law, from any and all claims, damages, losses, and expenses, including but not limited to attorney's fees and legal costs, arising out of the use of these rental premises and all town facilities by the lessees, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.*

**Contact Information**

Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fees: \_\_\_\_\_ Deposit: \_\_\_\_\_

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

**Selectmen Approval**

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

Selectmen: \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_