

Application for Use of Daronco Town House

OrganizationName:

Contact Person (21+):

Address:

Email & CellPhone:

Event Title & Description (attach as needed):

Date Requested:

Start /

End Time:

Space

Requested: Main Room Guild Room Gazebo Park

Estimated Attendance:

ELIGIBILITY CERTIFICATION

- The organization is Pelham-based or its activities primarily benefit Pelham residents.
- The proposed use is non-profit and does not involve games of chance, including raffles, bingo, or gambling.

ACKNOWLEDGMENT OF USE CONDITIONS

By initialing below, the applicant agrees to comply with the following conditions:

- No alcohol, tobacco, or vaping products
- No political fundraising, partisan advocacy, or campaign events
- No religious worship services
- No sale of goods or services, except as outlined in section 3.5 of the Policy.
- No animals except service animals
- No hazardous or combustible materials
- No affixing items to walls or fixtures

- No confetti, glitter, or helium balloons
- Furniture must remain in assigned rooms and be returned after use
- Applicant is responsible for cleanup and trash removal

INSURANCE & INDEMNIFICATION

- Certificate of Insurance submitted
- Indemnification & Hold Harmless Agreement executed

FEES

- If the Town Clerk's office determines that the event requires a Constable, a fee of \$30 per hour, minimum of 3 hours will be charged. This is payable by check to Town of Pelham.

SIGNATURE

I certify that the information provided is accurate and that I agree to comply with the Daronco Town House Use Policy and all conditions of approval.

Signature:

Name/Title:

Organization:

Date:

FOR TOWN CLERK USE ONLY – APPLICATION REVIEW & APPROVAL

Application Received Date:

Application Complete: Yes No

Priority Category:

- Official Town Business
- Town-Sponsored / Town-Affiliated Program
- Pelham-Based / Pelham-Benefiting Organization

Requested Space:

- Main Room Guild Room Gazebo Park

Date(s) Approved:

Approved Time: From _____ To _____

Maximum Approved Attendance:

REVIEW CHECKLIST

- Application reviewed for compliance with Daronco Town House Use Policy
- Facility availability confirmed
- Insurance Certificate received and verified
- Indemnification & Hold Harmless Agreement executed
- Security deposit received
- Constable required Yes No

If yes, number of hours required:

If no, Name and Signature of person responsible for guest key (to be completed in Clerk's office)

Name (pls print):

Signature:

APPROVAL STATUS

- Approved
- Approved with Conditions (see below)
- Denied

Conditions of Approval (if any):

Reason for Denial (if applicable – objective, content-neutral):

TOWN CLERK’S OFFICE CERTIFICATION

I certify that this application has been reviewed and acted upon in accordance with the Richard J. Daronco Town House Use Policy.

Approved / Denied by:

Signature:

Date: