

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 expected 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. clean and remove all "decorations," trash or garbage from the hall **or** the cleanup will be done by Town of Draper employees for a fee.

(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" to serve beer or wine at your event.)

Number of people expected: _____

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

Signature of the responsible individual: _____

Date: _____