



TOWN OFFICE USE ONLY			
Date Received:	_____	By:	_____
Fee: \$	_____	Pmt Type:	_____
Approved	Denied	Date:	_____
Expires:	_____	By:	_____

TOWN HALL RESERVATION APPLICATION

The following application must be completed to reserve the historic Town Hall in the Town of Palmer Lake. Twenty-five dollars (\$25.00) of the total reservation fee is non-refundable, regardless of applicant withdrawal or event cancellation. The following must be submitted for this application to be considered:

- Completed Town Hall Reservation Application
- Applicable fees paid

Submission of application does not guarantee approval for reservation.

Note: A minimum of 5 days is required to process this application.

APPLICANT INFORMATION

Name: _____ Phone: _____

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Group/Organization Name: _____

Event Contact: _____ Phone: _____

Email: _____

Emergency Contact: _____ Phone: _____

Email: _____

EVENT INFORMATION

Event Date: _____ Approximate Number of Persons Attending: _____

Description: _____

Event Hours (including setup/takedown): From _____ AM PM To _____ AM PM

Will you be using the kitchen (additional fees apply-see below)? Yes No

Will your event include any of the following? DJ/Live Music Alcohol/Liquor

Note: Contact our office if your event includes live music, a DJ, or you are serving alcohol or liquor at your event. Additional fees and permits may apply.

**TOWN OF PALMER LAKE
TOWN HALL RULES AND REGULATIONS**

The Town Hall is a historic and fragile building. Special rules have been put in place to prolong the life of the building. The responsible organization agrees to abide by the following rules, regulations, and conditions established by the Town:

Alcoholic Beverages and Illegal Drugs: For events open to the public including alcohol, a special event liquor license must be obtained prior to event by a not for profit group. If a special event liquor license is not obtained, alcohol is strictly prohibited. A private event may offer alcohol to guests and must be consumed inside the building. Illegal drugs are strictly prohibited in the Town Hall.

Animals/Dogs: Only service dogs approved by the state are permitted. All other animals are prohibited.

Clean-Up: All clean-up must be completed on the same day of your event. There are no provisions for clean-up the following day. Clean up shall consist of basic sweeping, cleaning of the kitchen area, stove and refrigerator (if used), bagging all garbage and taking it out to the dumpster behind the Town Hall. If the dumpster is full, leave the garbage bags tied up in the small hallway to the left side of the stage near the exit door. If you have used free items such as tables and chairs, they are to be wiped clean with disinfectant prior to putting them away in their designated storage area. There are a few cleaning items under the kitchen sink, but it is best to bring your own extra cleaning spray and clothes to complete the job. **NOTE: Chairs and tables must be put away in the specific manner and location in which they were removed**

Decorations/Signs: No existing, permanent decorations or signs will be taken down or used as attaching points. Duct tape, thumbtacks, or nails on the banister, railings, woodwork, walls or outside of the building is prohibited. Painter's tape, masking tape and scotch tape are allowed provided they are removed at the conclusion of the event.

Emergency Cancellations: The Town reserves the right to enact any emergency cancellation (i.e. loss of power, heat, flood, fire, or tornado). In the event of a cancellation by the Town, the full amount of the reservation fee shall be refunded.

Floor: Clog dancing, square dancing, impact aerobics and other training which impacts the floor is prohibited.

Food Trucks: If a special event is contracting one or more food trucks, each food vendor must complete a Peddler & Solicitor Permit Application and be approved by the Town to participate. The Fire Department will inspect the food truck and the approved permit the day of the event prior to start the time.

Keys: The key to the Town Hall must be picked up during regular business hours (7:30 AM – 4:30 PM) the Wednesday or Thursday before your event. Any special arrangements can be made by calling the Town office. Follow the checklist attached to the Town Hall keys when closing the Town Hall at the end of your event.

Kitchen: The kitchen amenities are available for a fee. Arrangements and approval for use of the kitchen must be made in advance. Kitchen stove must be wiped clean inside and outside surfaces including back splash wall. Refrigerator must be wiped clean inside and outside.

Parking: Parking is prohibited on either side of the Town Hall or behind the Town hall, FD and PD. Parking is available in front of the Town Office, the dirt parking lot in front of the FD and Street parking is available. Do not block private driveways and follow parking laws making sure emergency vehicles can drive through. Free parking is available at the south end of the baseball diamond and by the pedestrian bridge off of Hwy 105. In the event of snow, vehicles are prohibited from parking on the streets.

Smoking: Smoking is prohibited inside the Town Hall. Smoking is allowed outside of the building, and an ash receptacle must be used.

Tables & Chairs: When opting to use the free tables and chairs you will be responsible for the set-up, sanitizing, breakdown and storing items in their designated space. IF you have rented round banquet tables and chairs they will be set up and taken down by staff. Provide a floor plan right after completing your reservation and payment. You may call the office to arrange a walk through of the Town Hall to assist with the design and floor plan site map.

Town Hall Hours: The Town Hall is available daily from 6 AM – 10 PM. All activities must end at 10 PM including clean up time. Events lasting past 10 PM require prior approval. For non-Town (non-official) functions, the building is available on a first-come first-served basis. Events having outdoor amplified music must submit an Outdoor Amplified Sound Request during the application process.

Utilities: When used, the thermostat must be returned to 60 degrees. At the conclusion of an event, all lights, water, and any power source must be off including ceiling fans. All doors (5 total) must be securely locked.

