Application for Use of Amesbury City Hall

City Hall is available for use by eligible non-profit organizations, City departments and City boards, committees, and commissions. There are no fees associated with using this building. Use of this building is subject to availability.

Name of Organization: _____

Contact Name: _____

Mailing Address: _____

Phone Number:

Email Address: _____

Purpose of Use: _____

_____

Date(s) and Time(s) Requested:

Date	Start Time	End Time

Is the event open to the public? ☐ Yes ☐ No

Expected Attendance: _____

Will there be food and/or beverages present at your event? ☐ Yes ☐ No

Please initial the below to show you understand the policies:

_____ I understand the alcohol is not allowed on City property.

_____ I understand that unless I am a City board, commission or committee, I will be required to purchase event liability insurance and show proof of purchase.

I understand that if I move furniture, I am required to move everything back _____ the way I found it.

I understand that I may be required to go before the Events Committee to get _____ my event approved by Recreation, Police, Fire and other departments.

By signing below, I hereby agree to abide by all of the policies for use of City Hall, and all of the laws and bylaws of the Commonwealth of Massachusetts and the City of Amesbury. Failure to follow these laws and rules will result in the loss of privileges to use City facilities.

Signed: _____   Date: _____

Please return this form to the Mayor's Office, City Hall, 62 Friend Street, Amesbury. Your event is not approved until this form is returned to your organization.

• •

For City Hall use only

This event needs to go before the Events Committee for approval: ☐ Yes   ☐ No

The City Clerk has approved these dates and added them to the master calendar ☐ Yes   ☐ No

Proof of event liability insurance is required for this event: ☐ Yes   ☐ No

Approved by Mayor: _____ Date: _____