



# Town of New Hampton

Office of The Selectmen

6 Pinnacle Hill Road

New Hampton, New Hampshire 03256

(603) 744-3559

FAX (603) 744-5106

## APPLICATION FOR USE OF THE NEW HAMPTON TOWN HOUSE

***Application must be made to the Selectmen's Office at least 30 days in advance  
and can only be reserved for events - May through October.***

I (We), the undersigned, resident of New Hampton, NH make application for the use of the Town House for the purpose of \_\_\_\_\_, and will be responsible for the following:

1. Be financially responsible for all breakage and damage to the building, its contents, and all trees, shrubs, picnic benches, etc. on the grounds;
2. Will take necessary precautions with all fire hazards;
3. Will take necessary steps to insure there is "No Smoking" in or near the building structure;
4. Will remove all trash made by user of the building;
5. Will have the Town House restored to its original condition, including the location of chairs, benches, supplies, etc. , within 24 hours of the event;
6. Will have the Town House vacated by users no later than 11:00 PM;
7. A non-returnable fee of \$100.00 must be attached to this application;
8. A separate \$100.00 deposit, returnable upon inspection of the building and grounds by a town employee to ensure it is back to its original condition and the building and grounds are clean;
9. Will be responsible for returning the Town House key to the Town Office on the first business day following the event.

Date(s) of Event: \_\_\_\_\_ Hours to be used: \_\_\_\_\_

How many are expected to attend? \_\_\_\_\_

- A. In consideration for being permitted to use the facilities of the Town of New Hampton, \_\_\_\_\_ [insert name of person/entity seeking permission to use facilities] (*hereinafter "Applicant"*) agrees to indemnify and hold harmless, the Town of New Hampton, its officers, employees, insurers, and Primex Insurance Programs, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity, on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facilities, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town of New Hampton, its officers, or its employees, or from any other cause whatsoever.
- B. By signing below, Applicant agrees that, in the event of any damage, loss, or injury to the facilities or to any property or equipment therein, the Town of New Hampton may deduct from the damage deposit the full amount of such damage, loss, or injury. Applicant further agrees that, if such damage, loss, or injury

exceeds the amount of the damage deposit, Applicant will within thirty (30) days of billing reimburse the Town of New Hampton for all costs associated therewith upon billing by the Town of New Hampton.

C. In addition, in consideration for being permitted to use the facilities, Applicant, on behalf of itself, and its officers, employees, members, and invitees, hereby expressly exempts and releases the Town of New Hampton, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that Applicant may incur as a result of such use, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town of New Hampton, its officers, or its employees, or from any other cause whatsoever.

**PLEASE NOTE:**

- **Special Events Insurance Coverage will be required by the Town for your event, with proof of such coverage due to the Selectmen’s Office upon submission of this application, or 30 days prior to the event.**
- **The 1798 Town House property is a “No Smoking” area and no alcoholic beverages are to be served on Town property.**
- **You must contact the Police Chief to determine whether a detail officer will be required.**
- **You understand there is no heat, water, or cooking facilities in this building. (*Woodstove fires are not permitted unless authorized by the Board of Selectmen and attended to by town personnel or a town official.*)**

Signature of Applicant(s) \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Applicant’s Phone # \_\_\_\_\_ Applicant’s Email Address \_\_\_\_\_

Date of Application: \_\_\_\_\_

Authorized by:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Board of Selectmen*

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

cc: Applicant  
Chief of Police



**Entertainment Brokers  
International**

## **TULIP Available to Primex<sup>3</sup> P&L Members** (Tenant Users Liability Insurance Policy)

Entertainment Brokers International (EBI) is pleased to announce that effective immediately, EBI will offer its clientele an easy to use, fast way to insure most types of events and activities taking place at various facilities and venues throughout the United States.

The TULIP (Tenant Users Liability Insurance Policy) has been available for many years. However, the EBI Program has streamlined the underwriting and accounting process in ways that make the EBI Program the most user friendly product in the market place.

### **What is a TULIP Program?**

The TULIP Program provides low cost General Liability insurance to "third party" users of various venues and facilities. It is used by institutions that permit "third parties" to use their facilities for specific events. It protects both the facility user and the facility itself against claims by "third parties" who may be injured or lose property as a result of participating in the event.

Events may range from very low risk activities, such as seminars, receptions or weddings, to higher risk events including camps, sports events and concerts. The premium is based upon the risk associated with the event or activity, the number of days needed, the number of participants and if there are any special requirements, including alcohol liability, food service, etc.

### **Here's what the individual or organization needs to do:**

- Go to Entertainment Brokers International website <http://www.ebi-ins.com/tulip/>
- Click on "Purchase or Quote" under TULIP - Event Insurance
- Either enter your venue ID Code, or
- Type the word "Primex" in the search and then use the *drop down list* by clicking the arrow to select your town, city, or school.
- By selecting your organization this way, it pre-fills member address and then you can key in information regarding your specific event.
- If you have any difficulty with this process, please call Amy Poole at 1-800-698-2364 x136.

Rev 7/9/01\*

Bow Brook Place  
46 Donovan Street  
Concord, NH 03301

**Primex<sup>3</sup>**  
NH Public Risk Management Exchange

800-698-2364  
603-225-2841  
[www.nhprimex.org](http://www.nhprimex.org)

**T R U S T . E X C E L L E N C E . S E R V I C E .**