



**TOWN OF LUNENBURG  
17 MAIN STREET  
LUNENBURG, MA**

**APPLICATION FOR USE OF TOWN PROPERTY**

**PLEASE PRINT**

**LOCATION:**

\_\_\_\_ **RITTER BLDG.** \_\_\_\_ **RITTER LAWN** \_\_\_\_ **TOWN HALL** \_\_\_\_ **TCP BLDG.**  
\_\_\_\_ **GAZEBO** \_\_\_\_ **OTHER (DESCRIPTION)** \_\_\_\_\_

**EVENT DATE(S):** \_\_\_\_\_

**RAINDATE:** \_\_\_\_\_

**EVENT TITLE/DESCRIPTION/PURPOSE:**

- **OPEN TO THE PUBLIC?** \_\_\_\_\_ **WILL AN ADMISSION FEE BE CHARGED?** \_\_\_\_\_
- **WILL VENDORS BE SELLING GOODS?** \_\_\_\_\_ **VENDORS SELLING FOOD?** \_\_\_\_\_
- **WILL RESTROOM/PORTPOTTIES BE NEEDED?** \_\_\_\_\_
- **WILL ELECTRICITY BE NEEDED?** \_\_\_\_\_
- **WILL THERE BE MUSIC, LIVE/DJ OR RECORDED?** \_\_\_\_\_
- **OTHER NEEDS?** \_\_\_\_\_

**Note:** Answers to some of these questions may necessitate a Special Event Permit from the Select Board  
Alcohol is not permitted on Town Property without a Special License. Alterations to structures or grounds are not permitted. Property must be kept clean and left in a clean, usable state.

**ANTICIPATED ATTENDANCE:** \_\_\_\_\_

**ORGANIZATION INFORMATION:** **NON-PROFIT** \_\_\_\_\_ **FOR PROFIT** \_\_\_\_\_

**HOURS OF USE:**

**FROM** \_\_\_\_\_ **AM/PM** **TO** \_\_\_\_\_ **AM/PM**

<b>INDIVIDUAL/HOST ORGANIZATION INFORMATION</b>
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**NAME:** \_\_\_\_\_

**ORGANIZATION INFORMATION:** NON-PROFIT \_\_\_\_\_ FOR PROFIT \_\_\_\_\_

**CONTACT PERSON(S):** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**The undersigned agrees that the information provided is true and correct and hereby accepts full responsibility for any breakage/damage to property or building. The Town, its representatives and/or employees are indemnified and held harmless against all claims, damages, losses, and expenses including attorney fees arising out of any negligent act or omission of the signer, any agent, directly or indirectly, by them or anyone for whose acts by them may be liable, except where caused by the active negligence or misconduct of the Town.**

\_\_\_\_\_  
Name

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

\_\_\_\_\_  
Printed Name

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**Heather R. Lemieux, Town Manager**