



North Smithfield Heritage Association



Application/Reservation for Use of Facilities - Heritage Hall*
101 Greene St., Slatersville, RI

APPLICANT INFORMATION: (Please Print)

The applicant has reviewed, understands, and accepts the policies as outlined on the Rental Agreement for Use of Facilities - Heritage Hall (dated 01/24/2023) and your signature and initials below are evidence of agreement to abide by said rules. Compliance with any and all Federal, State and Town Regulations and local Fire and Police Department requirements, including related costs, are the responsibility of the applicant.

Initial []

Those holding events are responsible for any loss or damage to Heritage Association property. Additional charges will apply due to the extent of the damages.

Initial []

Name: Organization: (if applicable)
Mailing Address: Street: Home phone: Cell Phone:
City: E-Mail Address:
State: ZIP:

Event Planned:

Day of week, Month, date: , 20 Time*: Upper Hall Lower Hall

Special Permissions needed: (initial those applicable) Chair lift; Service Animals - medical certification must be provided before event; Sterno Heat for buffet warming.

*Note: you are renting the Hall for the day. You must have completed clean-up and be out of the building no later than 11 p.m. Friday and Saturday, or 10 p.m. Sunday through Thursday. You must remove all decorations and complete clean-up as seen on Agreement (page 2) and Check-off sheet prior to departure. Earlier departure times may be required due to booking schedules.

Building Use Fees are: \$400 Upper Hall with kitchen and \$300 for Lower Hall with kitchen payable at time of Hall reservation.

The applicant hereby reserves the () Upper Hall - maximum capacity 69 or () Lower Hall - maximum capacity 63 for the fees indicated.

Payment: Checks payable to "North Smithfield Heritage Association;" cash, Credit cards, or PayPal.

Cancellation Policy: Should you have to cancel your event for any reason, and you let us know at least three weeks before your event, we will refund a portion of the rental fee.

I acknowledge responsibility as a rentee that I and my attendees will follow the policies as outlined on the Rental Agreement for Use of Facilities- Heritage Hall and my signature below is evidence of agreement to abide by said rules. Compliance with any and all Federal, State and Town Regulations and local Fire and Police Department requirements, including any related costs, will also be my responsibility.

Initial []

Date

Applicant's Signature

Applicant - please do not write below this line

(*Applicant or NSHA Representative fills out this application. Once approved by NSHA Representative, two copies of the Agreement will be filled in and one given to the applicant as a receipt for payment and reservation.. The second copy will be attached to this reservation application and kept with NSHA files.