



# CITY OF SOMERSWORTH, NEW HAMPSHIRE

## ROOM RESERVATION - CITY HALL

**INSTRUCTIONS:** Please print or type all required information clearly. Incomplete applications will not be accepted. This application will be considered based upon City Council Policy dated February 20, 2007. Forms must be submitted and approved by the City Manager's Office 7 days prior to event.

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Daytime Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

### CONTACT PERSON INFORMATION

Name: \_\_\_\_\_ Secondary Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_  
Daytime Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

### RESERVATION INFORMATION

Type of Event/Meeting: \_\_\_\_\_ Date: \_\_\_\_\_ Time/Duration: \_\_\_\_\_  
Number Attending: \_\_\_\_\_ Room Requested: \_\_\_\_\_

MAXIMUM OCCUPANCY AS REQUIRED BY STATE LAW OF EACH ROOM AVAILABLE:  
Council Chambers: 50 (tables and chairs) 100 (chairs only)  
Executive Conference Room No. 234 on Second Floor: 9  
Conference Room No. 130 on first floor: 8

Number of Tables Needed/Layout: \_\_\_\_\_ Attach separate sheet if needed for sketch

Special Equipment (if needed): \_\_\_\_\_

Are you Serving Food/Beverages: YES/NO Description: \_\_\_\_\_  
(All requests for food/beverages require approval)

### CERTIFICATION

I, the undersigned, hereby acknowledge and will comply with the following:

- I understand that my reservation may be cancelled at any time as City staff, boards, and activities have priority to use these rooms.
- No smoking or alcoholic beverages are allowed inside City Hall.
- Food and/or beverage use is only authorized under the required approval process. You are responsible for cleanup and removal of leftover food and beverage debris.
- No admission may be charged without written permission of the City Manager.
- By signing this form, you are hereby liable for any and all costs associated with the cleaning of the room and any damages to City Property.

Signature: \_\_\_\_\_

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

Approved by: \_\_\_\_\_

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