



## Town Hall/Pavilion Rental Application

Full Time or Seasonal Resident     Non Resident     Organization

Name of Person Completing Application \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Organization if applicable: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Is the Event Open to the Public?  Fee charged for the event?  Yes  No

Date Requested: \_\_\_\_\_ Town Hall  Pavilion

Estimated Number of People Attending Event: \_\_\_\_\_

Is alcohol being served at the event?  yes  no If yes, applicant is required to provide liability insurance in the amount of \$1 million listing the Town as an additional insured.

Additional information can be found on the Town website ([townofsherman.net](http://townofsherman.net)) under **Community>Town Hall/Pavilion Rental**. The Clerk will review the application and contact you to discuss eligibility and event date.

**Fees:**

Private Event Rental Fee for day of event	\$100
Security Deposit	\$200

(If the facilities are needed the day prior to the event for set up and/or the day after the event for cleanup there is an additional \$25 rental charge for each day.)

Other Eligible Meeting Event: Rental Fee	\$100
Security Deposit	\$100