

## TOWN HALL RENTAL PROCEDURES

1. Rental fees for the Ira Town Hall are as follows:
  - Ira Residents \$150.00 with a \$75.00 security deposit.
  - Non-Residents \$275.00 with a \$75.00 security deposit
2. Contact the Town Clerk @ 235-2745 or Alta Johnston @ 235-2247 for an Application and Rental Agreement Form or from the website: townofira.com
3. Return completed and signed Application and Rental Agreement Form and Certificate of Insurance to Alta Johnston for review and approval from the Select Board. *\*\* The Select Board meets on the 4<sup>th</sup> Monday of each month, so applications should be received well in advance of the planned event.*
4. Arrangements need to be made with Alta Johnston to make payment and pick up the key prior to the event.
5. PAYMENT must be made in 2 separate checks, one for the rental fee and the second check for the security deposit. Make checks payable to Town of Ira.
6. After the event, return the key to Alta Johnston, who will inspect the Town Hall prior to refunding the security deposit.
7. In case of emergency (i.e. death/funeral) for Ira residents only, the Town Hall may be obtained without prior notice, with no charge. Call Alta Johnson to make arrangements.
8. Refer to the terms and conditions of the Rental Agreement for additional requirements and responsibilities.