



TOWN OF LENOX
SELECT BOARD'S OFFICE
6 Walker Street, Lenox, MA 01240
413/637-5500 X-7

LENOX TOWN HALL ROOM RENTAL APPLICATION

DATE OF FUNCTION: _____ ADMISSION CHARGE (if any): _____

SET-UP TIME: _____ PERFORMANCE TIME: _____
(start/finish time)

USE TO BE MADE OF ROOM: _____

ROOM REQUIRED: _____ BOS MEETING ROOM _____ LAND USE ROOM
_____ AUDITORIUM

ORGANIZATION: _____

ADDRESS: _____

CONTACT PERSON/PHONE/E-MAIL: _____

EQUIPMENT/SET-UP REQUIRED: _____

SIGNATURE _____ DATE _____

RENTAL FEE DUE: _____ MUST BE RECEIVED BY: _____

APPROVED: _____ DATE: _____

Note: Must contact Chris O'Brien (637-2347) in person between the hours of 7am-3pm,
Monday-Thursday two weeks prior to event to review details. www.townoflenox.com

TOWN HALL ROOM RENTAL POLICIES AND RATES

(Rates effective June 1, 2022)

A. POLICIES

1. A security deposit of \$500 is required. Fees may be waived by the Board of Selectmen if the proceeds from the event are for the benefit of a Town-sponsored function or service. However, a security deposit shall still be required.
2. No food or drink of any kind is allowed in the auditorium.
3. Individuals or organizations holding events on Town Hall premises assume responsibility and liability for any and all claims arising as a result of that event and agree to hold the Town harmless from any and all claims.
4. To reserve space, individuals or organizations may telephone the Selectmen's Office (413/637-5500, X-7) and must follow-up the verbal request with a written reservation within five days for confirmation and approval.
5. **Payment Terms:** Payment must be made in full at least one week prior to event(s). If payment is not received, the reservation will be canceled.
6. **Cancellation Policy:** Groups must give the Town at least seven days notice of cancellation. Otherwise, rental fee will not be refunded.
7. Patrons must enter and exit through auditorium side door and should avoid use of the entry hall and Town Offices during office hours.
8. Any violation of the above regulations may result in that individual or organization not being allowed to use the Town Hall facilities in the future.

B. RENTAL RATES

AUDITORIUM:	\$200 (between the hours of 7am-5pm)
Daytime Evening	\$300 (between the hours of 5pm-11pm)

MEETING ROOM: \$75 per hour