



TOWN OF TYNGSBOROUGH

Office of the Board of Selectmen

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

Tel: (978) 649-2314 | Fax: (978) 649-2320

Old Town Hall Rental Checklist

In order to make the process of renting the Old Town Hall from the Town of Tyngsborough as simple as possible, we have put together a simple checklist that will ensure you follow the proper procedure and have no problems reserving the hall.

1. Review the Calendar of Events located at www.tyngsboroughma.gov/old-town-hall/ to find dates that the hall is available. You can also contact the Office of the Board of Selectmen at 978-649-2300 x 155 to confirm over the phone
2. Once you've selected a date, secure the date by completing the Old Town Rental Application and submitting it along with a check for \$250.00 to the Office of the Board of Selectmen. The application is located at www.tyngsboroughma.gov/old-town-hall/ or available in hard copy in the Office of the Board of Selectmen.
 - a. The \$250.00 deposit check will be returned **un-cashed** to the renter within one week of the completion of the event so long as there was no damage to the hall.
 - b. When completing the application, be sure to consider:
 - i. Whether or not there will be alcohol served. This may require a one day liquor license and will require a TIPS certified bartender and insurance policy
 - ii. Hours of the Event: Be sure to include time for set up and break down in your rental. The host will unlock the building for you at the "start time" indicated on your application and lock the building at the "end time".
3. Upon receiving the application, the Office of the Board of Selectmen will review the application to ensure that it meets the rules and regulations presented in the Old Town Hall Use Policy and determine the fee for the event
4. Once the fee for the event is set by the Office of the Board of Selectmen in accordance with the pricing outlined in the Old Town Hall Use Policy, the renter will be notified and **payment must be received no later than 10 days before the scheduled event.**
5. Now that the booking is final, you should start to plan the event. When doing so please remember:
 - a. **There is no parking available on the grounds of the Old Town Hall, all parking must be at the First Parish Meeting House parking lot, directly adjacent to the Hall. This lot is accessible from either direction on Kendall Road.**
 - b. **There is no hanging decorations on walls or taking equipment outside of the hall without prior permission from the Town.**
 - c. **Applicant is responsible for 100% of the setup of the hall & 100% of the breakdown which includes putting tables and chairs away, cleaning up any messes, and emptying trash and recycling.**

Applicants may modify the hours of their rental any time prior to the event, so long as it is not shorter than 24 hour notice with the consent of the Town by contacting the Selectmen's Office.