



*\* Please note alcohol can only be served by a Licensed and Insured Catering Service. The service must provide a Certificate of Liability Insurance and State permits. A Police detail is required. Alcohol cannot be served by the host or any other person/persons attending the event.*

Meeting/Event Area	Portsmouth Municipal Portsmouth Schools Town Sports leagues Portsmouth Civic Organizations	Non-Profit Portsmouth Organization	Non-Profit Organization	Business & Private <i>Please note: fees are based on hourly rental</i>
<b>Conference Room</b> Maximum capacity 20 persons 4-hour use	No Charge	\$25*	\$50*	\$50
<b>Conference Room and Outdoor Use</b> (front and backyard areas within parameters of stone walls) 4-hour use	\$75*	\$75*	\$150*	\$100

**LEONARD BROWN HOUSE FEE SCHEDULE**

\*This rate covers the first 4 hours of use; an additional hourly charge of \$25 will be charged thereafter.

Applicant's Printed Name

Applicant's Signature

Date

## Standard Operating Procedures and Rules and Regulations of The Leonard Brown House and Outdoor Facilities.

Restrict attendance to the maximum capacity of 20 persons while in the house.

Only the conference room and restroom facilities may be used. All other rooms on the 1<sup>st</sup> and 2<sup>nd</sup> floor are off limits. Outdoor use consists of front and backyard within perimeters of stone walls of the Leonard Brown House.

If using outdoor areas, host must provide outdoor restroom facilities for over 20 participants.

Parking is permitted in the utility lot (west of the house) across from the polo fields. This area is designated for Leonard Brown House Events. All other areas are off limits to parking.

The occupied spaces must be left in a clean, neat and orderly condition (tables wiped, chairs arranged, and floor swept). All trash must be bagged immediately after event and placed in the receptacles provided adjacent to the parking lot. Clean up any trash or debris left on the grounds.

Remove all personal possessions from the property when exiting. The Town is not responsible for the safety and security of any personal belongings left behind.

Any users under the age of 18 must have adult supervision on site during the event.

Tobacco, alcohol (except for those applicants who have applied for the appropriate insurance and permits and have a licensed catering service to serve alcohol), and illegal substance use is prohibited at activities held on town property; sponsoring organizations shall make announcements regarding this non-use rule.

Use of specialized sound, lighting, and/or other equipment in any to facility is restricted to those trained in its use. Appropriate certification and certificate of insurance must be presented.

There is no use of Fireworks, loud music or anything else that will produce loud noise or that is prohibited by Town ordinances.

Grills are permitted and must be placed 15 feet away from the building/house.

No pets are allowed in the Leonard Brown House.

Each event must carry a Certificate of Liability (COI). Applicants are required to provide a COI through the Lessee's insurance company in an amount not less than \$1 Million, naming the Town of Portsmouth as additional insured, and a **Lessee's Indemnification Agreement**.

The user is responsible for all costs of repairing or replacing any damage incurred to the house, grounds/property, or its contents.

I have read the **Standard Operating Procedures and Rules and Regulations of The Leonard Brown House and Outdoor Facilities**. By signing this form, I and my organization agree to obey all State laws and Town Ordinances applicable to my event and obtain all applicable permits. I also understand that I will be held responsible for any damage, loss, or misuse of **Town of Portsmouth** property and any misconduct of my guests.

Printed name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

The application will be reviewed by the following departments, who may require additional action or information: Town Administrator, Police Department, Fire Department, Public Works, Parks & Rec, Building Official, and other. Once this review is completed, your application will be placed on the Town Council docket for final approval.

**For Town Use**

APPLICATION STATUS	<input type="checkbox"/> Granted	<input type="checkbox"/> Rejected
CONDITIONS OF APPROVAL _____		
RESERVATION FEE: \$50		
		DATE PAID: _____
DAMAGE DEPOSIT REQUIRED: \$300		DATE PAID: _____
FEE FOR USE: \$ _____	DATE PAID: _____	

**Applicants granted permission to use Leonard Brown House by the Town Council MUST obtain approval and pay any required fees for the following, if applicable.**

POLICE _____
FIRE _____
PUBLIC WORKS _____
TOWN COUNCIL APPROVAL DATE _____