



*Lisbon Historical Society
Newent Meeting House & Town House Hall
12 South Burnham Highway
Lisbon, CT 06351*

For a reservation, call or email Vikki Lawhead: 860-334-1003

Newentchurch@gmail.com

If you cannot reach Vikki Lawhead, call or text:

Paula Adams, President, Lisbon Historical Society cell: 860-303-2475

Kenneth Mahler, Treasurer, Lisbon Historical Society

860-376-2015 (voice only) or cell 860-303-2647

The mailing address for checks or written applications is Lisbon Historical Society,
c/o Lisbon Town Hall, 1 Newent Road, Lisbon, CT 06351

APPLICATION FOR USE

The Newent Meeting House & grounds are the property of the Town of Lisbon; however, the property is leased to the Lisbon Historical Society for 100 years, and therefore is subject to permissions & use as administered by the Historical Society. Use is subject to limitations of the lease agreement, Town ordinance, LHS rules & policy.

Application Date:

Type of Activity:

Applicant(s):

Address:

Town, City

Zip

Email Address:

Telephone (Landline):

Telephone (Cell):

Event Date:

Time:

Expected Attendance:

Will you need the large gas stove?

\$20. additional

Is this a fundraiser?

Private Party?

Social Gathering?

Meeting/Workshop?

Other? (Please describe)

By Lease agreement with the Town of Lisbon no formal religious services may be conducted on the grounds. Other than official Lisbon Town Government business, no political meetings, fundraising, or speeches are allowed. After election, political celebration parties are permitted.

We make every effort to work with our community to use these facilities, but we must consider the Society's needs and those of the Town of Lisbon and the use of this building as a museum and cultural center.

Rates:

- Social Hall only: \$140. (Lisbon resident) \$155. (non-Lisbon resident) (this includes use of the kitchen area to include microwave, refrigerator, sink, dishes).
- Social Hall & Gas Stove: \$160. (Lisbon resident) \$175. (non-Lisbon resident)
- Non-Profit Organization (501-C-3): \$65. (Lisbon organization) \$75. (non-Lisbon Group)
- Use of the grounds only: for approved local event: No Charge. For these outdoor events use of our bathroom: \$50. (Portable toilets are not permitted on the grounds, and this is a savings from renting a Portable Toilet.)
Use of the grounds are considered on a case-by-case basis.

Rental: \$ + \$50.00 cleaning deposit, required for all use, except grounds outdoor event. The deposit is added to the rental fee and will be returned promptly after an inspection of the premises determines the areas are clean and picked up as they were before your event. Total Rental: \$

X _____

Applicant's Signature

This application, signed above, is a contract between the person applying or the representative of an organization, and the Lisbon Historical Society, Inc.

A deposit of 100% is required to secure the date & time you request. That will be due upon confirmation by us shortly after this application is approved.

LHS Approved by:

Date:

CANCELLATIONS: The deposit will be refunded only if you inform us within 72 hours. \$50.00 will be deducted from the refund for administrative charges and for holding your date making it unavailable to other renters. (Full deposit will be refunded if you inform us of cancellation within two weeks of your event).

Newent Meeting House & Social Hall Rental Rules

Welcome to the Lisbon Historical Society's Newent Meeting House & Social Hall. As a guest here please adhere to the following items:

- Use of the Sanctuary & grounds are subject to a separate discussion; however, this application may be also used to begin that discussion.
- The use of the Sanctuary is extremely limited, and it may involve permission from the Lisbon Historical Society Board of Directors, & the First Selectman.
- ALCOHOLIC BEVERAGES may be allowed, but their serving must be by a Certified Liquor Server in attendance. That server must have separate liability insurance. You may be required to obtain such insurance.

The Lisbon Historical Society, Inc. nor the Town of Lisbon will not be held responsible for any incidents that occur on or off these grounds because of liquor being served. That responsibility remains solely with the Certified Liquor Server.

You may **not** bring a cooler filled with alcoholic beverages & serve them in that manner. Soft drinks of any kind are welcome!

- Smoking or Vaping is allowed in accordance with State rules, and we add nowhere within an area 100 feet from any entrance of the building or outside group of non-smokers on the premises.
- No one is permitted to enter the Sanctuary or the office area without prior permission.
- Wash & put away any dishes you use.
- Turn off & wash the coffeepot.
- Sweep the floors.
- Be certain the thermostat is set to 55 degrees before leaving. If air conditioners are installed and on, please turn them off.
- Replace all tables & chairs as they were.
- Empty all garbage cans & take those contents with you. That trash may be deposited in the dumpster at the parking lot to the rear of the fire station.
- Redeemable cans & bottles may be dropped in a bin in the kitchen area.
- Recyclable items may be left in the blue recycle bin in the kitchen.
- ***BEFORE YOU LEAVE DO A VISUAL CHECK OF THE ITEMS LISTED ABOVE TO BE SURE YOU WILL NOT BE RESPONSIBLE FOR EXTRA CHARGES OR DAMAGE.***
- Turn off all lights inside the building.
- Be certain all doors closed tightly and are locked.
- Upon satisfactory inspection of the rental space your cleaning deposit will be returned.