



APPLICATION FOR USE OF THE UPTON TOWN HALL

OFFICE OF THE BOARD OF SELECTMEN

One Main Street, Suite 1 Upton, MA 01568

Date

Event Manager/Applicant Name

Telephone Number

Event Manager/Applicant Address

Event Manager/Applicant Email Address

Organization Representing

Address Organization

Name of Event/purpose

Event Date

GROUP DESCRIPTION

Town Private Non-Profit (ST-5 needed)

AREA REQUESTED

- Main Hall (capacity 500)
- Little Town Hall Meeting Room (capacity 49)
- Board of Selectmen Conference Room (capacity 10)
- Lower Level Conference Room (capacity 20)

Hours of use requested _____

Do you require time to keep sets, scenery or equipment in place for performances?

_____ YES how long _____ _____ NO

What is the maximum number of expected attendees? _____

