

Town Hall Rental Policy for N2870 Garage Road

1. Rental of the Town Hall Building is open to Manchester Residents for a fee of \$50.00 per day.
2. A \$100 Deposit is required to cover any costs of clean-up or damage to the building. Deposit check will be returned to renter upon inspection.
3. Arrangement for renting the building is with the Town Clerk.
4. The building will not be available within 1 week prior to any scheduled Election.
 - A. Renter has access to public meeting, kitchen and bathroom areas. Offices and Shop are off limits.
 - B. Renter must clean up areas and arrange the table and chairs back to original meeting set-up.
 - C. Renter is required to dispose of any garbage and or recycling materials off site.
 - D. Renter must report any known incidents/accidents/non working appliances that would require attention.