



**Littleton Opera House
Tower Room Rental Agreement
2 Union Street Littleton, NH 03561
603-575-5324**

**Office Hours Monday - Thursday 10am -3pm
& Friday 9am till Noon**

The Littleton Opera House Tower Room accommodates up to 35 people with tables and chairs, 50 without tables. The room rents with conference chairs and tables for board meetings, workshops and networking. Also suitable for birthday parties, bridal & baby showers and so much more.

**Special set up fee is \$25.00 **Projector, Screen and Chromecast Monitor for use (Y/N)_____

Name of Organization/Party:_____ Contact Person:_____

Phone #:_____ Email Address:_____

Mailing Address_____

Rental Date:_____ Event Times In:_____ Out:_____ Set-up Time:_____

Room layout & style: Boardroom:_____ Classroom:_____ Audience:_____ Horseshoe:_____

_____Please check if you are a town entity and have approval to use facility free of charge. You will be responsible for setting up and breaking down room. Approval may be confirmed with the Town Manager.

Non-Profits must provide proof of their non-profit status. Non-profit (Y/N)_____

Renter Signature:_____ Date:_____ Amount Due \$_____

OH Manager Signature:_____ Date:_____ Date Paid:_____

See Opera House Contract for additional information

***Certificate of Liability naming The Town of Littleton as mutually insured with at least \$500,000 single occurrence is required for use of The Tower Room.**

***Deposit of \$100.00 is required to hold your date-refundable after event**

***Trash removal is the responsibility of the renter-we offer removal at \$4.00 per bag with prior arrangement Y:___ N:___**

**Questions contact: Sue Pilotte, Office Manager or
Jennifer Poulton, Office Clerical**

***Obtain Contracts, Rental Rates, Policies – Visit Website <http://littletonoperahouse.com>**

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