



**Littleton Opera House
Tower Room Rental Agreement**

**2 Union Street Littleton, NH 03561
603-575-5324**

Office Hours M-Thurs. 10am–3pm & by appointment

The Littleton Opera House Tower Room accommodates up to 35 people. It rents with conference chairs and tables for board meetings, workshops, and networking. Also suitable for birthday parties, bridal/baby showers, and more!

** Special set up fee is \$25.00 **Projector and Screen is available for use (y/n) _____

Group Name: _____ Contact person: _____ Phone: _____

Address: _____ Email: _____

Rental date: _____ Event times: In _____ Out: _____ Set-up in time: _____

Number of guest expected: _____ Room lay-out desired: _____

____ 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 _____

*Non Profit rental 4 hours or less \$25.00 4 hours or more \$35.00

*Private rental 4 hours or less \$50.00 4 hours or more \$70.00

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

Opera House Manager Signature: _____ Date: _____ Date Paid: _____

***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 \$50.00 is required to hold your date-refundable after event (see policy)**

***Trash removal is the responsibility of the renter-we offer removal for \$4.00 per bag**

Opera House Manager/Cultural Arts Coordinator Adam Reczek

Email areczek@townoflittleton.org for questions

To obtain contracts, rental rates, policies visit our website littletonoperahouse.com

Facebook facebook.com/littletonoperahouse