



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

**Office Hours Monday-Thursday 9am-5pm & by appointment**

The Tower Room accommodates up to 50 people and includes use of chairs and tables. Setup/breakdown and trash removal are available for an additional fee.

Group Name: \_\_\_\_\_ Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

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

Number of guests expected: \_\_\_\_\_ Room lay-out desired: \_\_\_\_\_

\_\_\_\_ Setup/breakdown \$25 (y/n) \_\_\_\_\_ Trash Removal \$25 (y/n)

\_\_\_\_ 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 \_\_\_\_\_**

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 \$25 (up to two bags)**

Opera House Manager/Cultural Arts Coordinator Adam Reczek

Email [areczek@townoflittleton.org](mailto:areczek@townoflittleton.org) for questions

To obtain contracts, rental rates, policies visit our website [littletonoperahouse.com](http://littletonoperahouse.com)