



# TOWN OF ASHFIELD

## OFFICE OF THE BUILDING STEWARD

412 Main Street  
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Ashfield, MA 01330  
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### APPLICATION FOR USE OF THE TOWN HALL

Before filling this application out, you will need to read the attached "Town Hall Use Policies" document.

Applicant Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone Number\*: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ \*Cell Phone Preferred

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

Mailing Address: \_\_\_\_\_

Facilities Request:  Upper Hall  Lower Hall  Both Upper/Lower Halls

Purpose of Use: \_\_\_\_\_

Date(s) Time(s)  
Requested: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Admission Fee?:  Yes  No

Do you plan to serve food?  Yes  No

If yes, what? \_\_\_\_\_

### **Notifications**

#### Town Hall Steward

Signature \_\_\_\_\_ Date discussed: \_\_\_\_\_

#### Police Chief

Signature \_\_\_\_\_ Date discussed: \_\_\_\_\_

#### Fire Chief

Signature \_\_\_\_\_ Date discussed: \_\_\_\_\_

