



**Littleton Opera House  
Tower Room Rental Agreement  
2 Union Street Littleton, NH 03561  
603-575-5324  
Office Hours M-W 10am-2pm & By Appointment**

The Littleton Opera House Tower Room accommodates up to 55 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 rate \$15.00 - 4 hours or less \$25.00 - 4 hours or more**

**\*Private rental rate \$30.00 - 4 hours or less \$50.00 - 4 hours or more**

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 \$100.00 is required to hold your date-refundable after event (see policy)**

**\*Trash removal is the responsibility of the renter-we offer removal for \$3.00 per bag**

**Questions contact: Sue Pilotte, Opera House Manager 603-575-5324**

(Sue may also be contacted at (603) 991-3207 M-F 10am - 3pm)

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

**Like and Share our Facebook Page @ <https://www.facebook.com/littletonoperahouse/>**