



MEDFORD CITY HALL SPACE RENTAL/RESERVATION REQUEST

Complete and submit this form to Mayor's Office, Rm. 204,
Fax: 781-391-3546, or email mayor@medford.org

Contact Information: (Include "Day of Event" contact information if different)

Entity Name:

Contact Name:

Entity Address:

Contact Phone (office and cell if applicable):

Email:

501(c)(3) Status: Y N

Event Details:

Date of Event (mm/dd/yyyy):

Prep. Start:

Event Start:

Event End:

Break-Down End:

Room(s) Requested:

Estimated Number of Guests:

Alden Council Chambers
Room 201
Room 207

Description and Purpose of Event:

Will food be served: Y N

(If YES, call the Health Department at 781-391-2560 to determine if any permit needed)

Are you planning to serve alcoholic beverages? Y N

(If YES, please call the Licensing Commission Secretary 781-393-2470 for information)

Please describe any special accommodations if needed:

Approval by Mayor: _____

If after hours there will be a \$20.00 per hour custodial fee

If serving liquor, a copy of your liability insurance binder for the event, minimum amount \$1,000,000.00 must be presented two weeks prior to event

FOR INTERNAL USE:

Estimated Cost (For Supervisor/Janitor): _____ (M.P.D. Detail cost assessed separately)

cc: Medford Police

Electrical Dept.

Medford Fire

Health Department

DPW Commissioner

DPW – Park

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