



BOARD OF SELECTMEN  
TEL: (413) 698-3882  
FAX: (413) 698-3272

**TOWN OF RICHMOND**  
Town Hall  
1529 State Road  
Richmond, Massachusetts 01254

**TOWN OF RICHMOND**

**TOWN HALL CHAIRS AND TABLES LOAN APPLICATION**

I hereby request that I may be allowed to borrow chairs and/or tables from the Town of Richmond. I understand that there is a \$2 deposit for each chair and a \$5 deposit for each table. Upon return, borrowed chairs and tables will be inspected and if they are not returned in good condition, I agree to forfeit my deposit. If chairs or tables are not returned, I agree to replace them with chairs or tables of equal quality. By signing this application, I agree to abide by the conditions contained herein and to hold harmless the Town of Richmond, its officers and employees, from any claim, suit or other charge arising from or claimed to be associated in any manner with the use of these chairs and tables.

NUMBER OF CHAIRS BORROWED \_\_\_\_\_

NUMBER OF TABLES BORROWED \_\_\_\_\_

AMOUNT OF DEPOSIT PAID \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

LOCATION WHERE CHAIRS AND TABLES WILL BE USED \_\_\_\_\_

TYPE OF EVENT OR USE OF TABLES AND CHAIRS \_\_\_\_\_

DATE OF EVENT OR USE \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNED

\_\_\_\_\_