

OTH Permit Modification Form

Permit #: _____ **Event:** _____ **Date (of event):** _____ **Date (today):** _____

I would like to (check all that apply):

- Change the date of my reservation to _____.
- Adjust the hours of my reservation of the _____ such that it takes place from: _____ to _____.
- Add the following space/s to my permit _____ from: _____ to: _____.
- **Add or remove** (circle one) A La Carte Equipment to my permit. Please mark the number needed for all that apply.
- Cancel my permit (MUST be approved by management): Initials : _____

✓	<u>A La Carte Equipment</u>	<u>#Available</u>	<u>Cost</u>
	Restored 1922 Baby Grand Piano Tuned	1	\$225
	Restored 1922 Baby Grand Piano without Tuning	1	\$75
	Section of Stage (6' x 8')	6	\$50 each
	50" Flat Screen Monitor	1	\$100
	Portable Projector	1	\$75
	Portable Projection Screen	1	\$25
	Amplified Podium with Microphone	1	\$50
	Amplified Microphone (Main Hall Only)	1	\$25
	Audio Jack Socket	1	\$50
	Decorative Easel	1	\$10 each
	90" Round Tablecloth (Patterned Gold)	Plenty	\$12 each
	90" Round Tablecloth (White)	Plenty	\$12 each
	120" Round Tablecloth (Ivory) (Floor Length)	Plenty	\$16 each
	60" x 104" Rectangular Tablecloth (Patterned Gold)	Plenty	\$12 each
	60" x 104" Rectangular Tablecloth (White)	Plenty	\$12 each
	90" x 132" Rectangular Tablecloth (Ivory) (Floor Length)	Plenty	\$16 each
	Coffee Urn (Makes up to 55 Cups)	3	\$20 each
	Early Drop Off/Pickup/Storage	N/A	\$50
	TOTAL CHARGES or REFUND		\$

The applicant will use the premises exclusively for the use stipulated in this form, and will assume complete responsibility for all activities connected to the use of the center. The applicant will comply fully with all federal, state, and local laws and regulations governing the premises and conduct of the lessee and its guests.

COURT ENFORCEMENT

The applicant will save the City of Fairfax, the lessor and the City of Fairfax's lessor's officers, employees, and agents completely harmless on any and all claims whatsoever arising out of the use of the Old Town Hall including any liability of death, personal injury or property damage, whether injured by the lessor, lessee (or member if lessee is an organization or group) or by any and all third parties.

PAYMENT AND RESERVATION

This agreement, accompanied by fee, must be signed by the applicant and approved by the City of Fairfax before the reservation can be confirmed.

SIGNATURE:

DATE:
