

TOWN OF FRANCESTOWN

FACILITY USE POLICY FOR

TOWN HALL BANQUET ROOM AND PANTRY

Purpose:

The Banquet Room and Pantry of the Town Hall is to be used for Town functions as well as by educational, cultural, civic, philanthropic, and social organizations, both for-profit and non-profit. It is further the intent that these facilities may be used for private purposes and functions. The Banquet Room and Pantry meet fire and safety codes and are handicapped accessible.

Terms and Conditions:

1. Applications are to be made at the Selectmen's Office at least two (2) weeks in advance of the event.
2. **Events with groups of 125 or more individuals and/or permit the consumption of alcohol may require the presence of a Francestown Police Officer.** Waiver of this requirement must be approved by the Board of Selectmen and the Police Department. Police coverage, when required, is to be requested/coordinated by the applicant directly with the Francestown Police Department (603-547-2043). All charges related to such required Police coverage are separate and in addition to any rental or custodial fees associated with the use of the facilities.
3. The Lessee shall indemnify and hold harmless the Town of Francestown for damage to persons and property resulting from the use of the Town Hall facilities by the Lessee and shall, at its own expense, provide the **Town with a Certificate of Liability Insurance against accidents with limits of no less than \$1,000,000 combined single-limit coverage. This Certificate must be delivered to the Selectmen's Office prior to the use of the Town Hall unless said requirement is specifically waived.** A TULIP (Tenant Users Liability Insurance Policy) is available through the Town's insurer at the expense of the Lessee.
4. The Lessee agrees to obtain all necessary copyright licenses and to defend the Town against all claims arising because of its failure to do so. The Lessee further agrees to hold the Town harmless from all loss, liability, damage, and expenses, including reasonable attorney fees, for which the Town may become liable because of the failure of the Lessee to acquire said copyright license.
5. If a scheduled event is cancelled, it is the responsibility of the lessee to notify the Board of Selectmen's Office during normal office hours prior to the event being cancelled. Failure to notify the Board of Selectmen's Office in a timely manner may result in the forfeiture of any fees associated with the rental of the facility.
6. The Town reserves the right to schedule concurrent use of the facility, specifically the Auditorium on the first floor. If Lessee requests that there be no other scheduled function during their event, Lessee will be charged an additional fee for the use of the entire building, and will require authorization from the Recreation Commission.
7. **A Custodial Cleaning and Damage Deposit** is required for **ALL** functions except Town government-related events. The Custodial Cleaning and Damage Deposit shall be in the form of a separate check made payable to the "Town of Francestown". The Deposit is returnable following a request by the Lessee and return of any issued key(s) to the facility.
 - a. The Town Hall shall be left in the same condition it was in prior to rental.

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- b. Smoking is **strictly prohibited** in the building and it shall be incumbent upon the Lessee to enforce these provisions.
 - c. The Lessee is responsible for the collection and disposal of all rubbish generated by the event, and such must be removed from the property.
 - d. No cleats, tap shoes, clogs or similar footwear are allowed to be worn inside the Town Hall.
 - e. No nails, tacks, staples, transparent tape, or any other type of tape shall be affixed to any wall, ceiling, floor, or woodwork. Picture rails and hardware are available. Hay, glitter, confetti, rice, or materials of a similar nature are not allowed in the Town Hall facilities.
 - f. For safety reasons, open flame sources (candle, oil lamps, etc.) are not permitted in the Town Hall facilities.
 - g. All decorations are to be removed the same day of the event. Only in very rare cases will set-up/tear-down days before and after an event be authorized, as this would reduce the availability of the space to other renters. Additional charges may apply. The Town assumes no responsibility for the safe keeping of any private property brought onto the premises.
 - h. The Pantry shall not be used for the purpose of food preparation or the cleaning of dishes, etc. The Pantry may only be used for the warming and serving of prepared foods.
 - i. The Lessee shall be responsible for any and all damages incurred in conjunction with the use of the facility and agrees to compensate the Town for such damage.
 - j. Upon an inspection of the facility following its use, the Town shall determine if any additional custodial or damage fees are required and such shall be subtracted from the return of any deposit. **Custodial services are charged on an hourly basis and will be billed separately (see fee schedule).**
8. An **Energy Consumption Fee** is required for **ALL** functions except Town government-related events. The Energy Consumption Fee shall be charged in addition to all other fees for events and functions held on and between the dates of October 15th and April 15th. **The Energy Consumption Fee is charged on a flat rate basis and will be billed separately (see fee schedule).**
9. Rental of the Town Hall facilities does not include tablecloths, dinnerware, cookware, utensils, etc. Tables and chairs may be available depending on the nature and size of the function. The Lessee shall be responsible for providing all required equipment for any function. Please inquire at the time of application as to the availability and number of tables and chairs within Town Hall.

TOWN OF FRANCESTOWN FACILITY USE POLICY FOR TOWN HALL BANQUET ROOM AND PANTRY

Fee Schedule

Banquet Room

Rental Fee for Francestown Resident/Taxpayer	\$ 50.00 per day
Rental Fee for All Others	\$250.00 per day

Francestown Based Non-profit Organizations

The above fees are waived for Francestown based non-profit organizations. Organizations requesting the room fee waiver must provide documentation of their status as part of the application process.

Organizations charging a fee to attend their function, or if such function is not open and free to the general public, will be charged at the Resident/Taxpayer rate for hall rental fees.

Custodial and Damage Deposit Fees: (See Terms & Conditions #7)

Custodial / Damage Deposit	\$250.00 (refundable)
Custodian	\$ 30.00 per hour
Other Damages	(Actual cost of repair.)

Energy Consumption Fee: (See Terms & Conditions #8) \$ 25.00 per day

Payment for rental charges, deposit and Energy fees are due at the time of application submission, unless other arrangements have been made in advance with the Board of Selectmen's Office.

Fees for the use of the facilities on a long-term basis may be reviewed and a rate determined by the Board of Selectmen.

Note: The Board of Selectmen may, at its sole discretion, amend the application process and requirements based on the needs of the applicant and event.

TOWN OF FRANCESTOWN

APPLICATION FOR USE OF TOWN HALL BANQUET ROOM AND PANTRY

Application is to be made to the Francestown Selectmen's Office, 27 Main Street, PO Box 5 Francestown, NH 03043

Name of Event: _____ Purpose of the event: _____

Date(s) of Function: _____ Hours of Function: _____

Name of Applicant/Contact Person: _____

Organization: _____

Address: _____

Contact Person Telephone: (Home) _____ (Cell) _____

Registered Non-Profit Organization: Y _____ N _____ Copy Provided: _____

Have you completed the function lay-out/map drawing? Y _____ N _____ N/A _____

Do you require an additional set-up or break down day? Y _____ N _____

If yes, indicate dates and times: _____

Will admission be charged? Y ___ N ___ # of People Expected: _____ Police Coverage Coordinated? _____

Will alcohol be consumed? Y ___ N ___ Police Coverage Coordinated? _____

If a Town Function, will there be a Town Employee present until the conclusion of the event? Y ___ N ___

Pantry This is **not** to be used for preparing food. Food may be brought in and it may be used to keep it warm. No washing of dishes, etc.

Banquet Capacity – 251 (with chairs only)
Table Seating – 120 (12 tables of 10 is a tight fit, 8/table preferable)

Conditions

- ✓ Responsible adults must be present at all times.
- ✓ No smoking permitted in the Town Hall.
- ✓ Leave facility clean & remove all generated trash.
- ✓ A Police Officer may be **required** if more than 125 people are expected to attend an event.
- ✓ A Police Officer may be **required** if on-site alcohol consumption is permitted at event.
- ✓ Payment of fees is due at time of application.
- ✓ Rental Group is responsible for all damages.

The Granting of this application by the Town of Francestown for the use of the requested space for the purpose/ organization stated above indicates neither endorsement nor support by the municipality and its Board of Selectmen of the views or activities of the applicant or applicants.

The undersigned has read the Town of Francestown Facility Use Policy of Town Hall Banquet Room and Pantry and agrees to the terms and conditions outlined therein.

Signature of Applicant: _____ **Date:** _____

TOWN OF FRANCESTOWN

APPLICATION FOR USE OF TOWN HALL BANQUET ROOM AND PANTRY

Building Capacity (Fire Code Based):

Chairs Only

Tables & Chairs (No Dance Floor)

Tables & Chairs (20x30 Dance Floor)

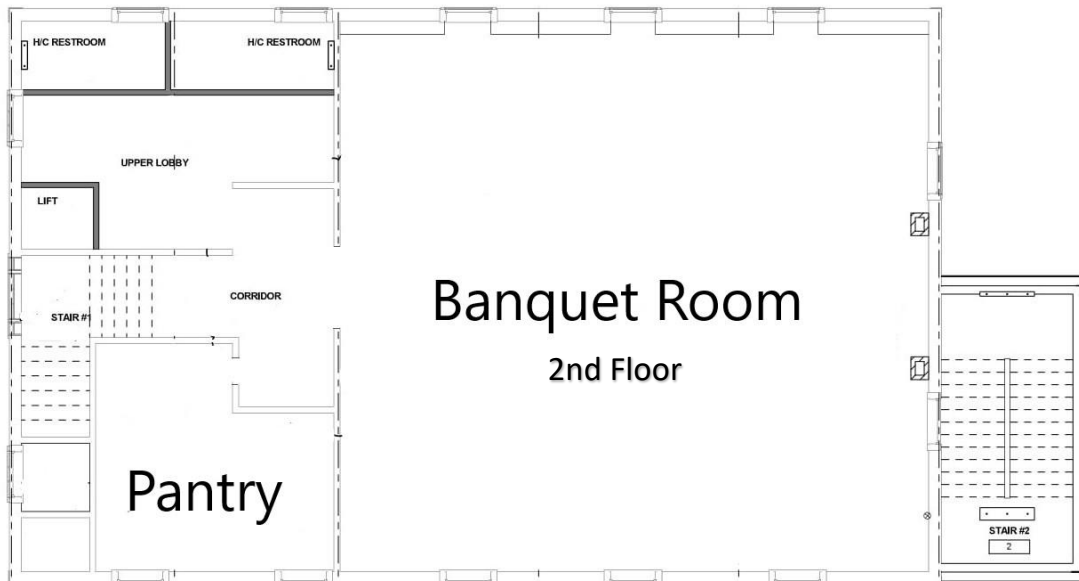
Banquet Room

-251 individuals

-117 individuals

-77 individuals

- Final capacity determination is the **sole jurisdiction** of the Francestown Fire Chief.
- The approximate dimensions of the Banquet Room are 40' x 44' = 1,760 ft.².



TOWN OF FRANCESTOWN
APPLICATION FOR USE OF TOWN HALL BANQUET ROOM AND PANTRY

For Administrative Use Only

Rental Fee: _____

Cleaning Deposit _____

Energy Fee: _____

Total Estimated Fees: _____ (does not include additional fees assessed at end of event.)

Insurance Required? Y N (circle one) Certificate of Insurance Received _____ (date)

Space Reservation Processed _____

Police Coverage Required? Y N (circle one)

Signature of Police Chief

Approval Recommendation: Y N (circle one)

Signature of Town Administrator

(circle one) **APPROVED** **DENIED** **Date:** _____

Return of Deposit Processed Y N **Date:** _____ **Signature:** _____

For Custodial Use Only

Any damages to the facilities? Y N (circle one) If yes, provide detail of damages and a repair estimate.

Are additional custodial services required? Y N (circle one) Estimate of hours: _____ (\$30/hr)

Total Additional Fees Due: _____

Custodian

Date