



REQUIREMENTS FOR THE USE OF THE WARNER TOWN HALL

WHO CAN USE THE TOWN HALL FACILITIES?

All locally chartered organizations (4-H, Men's Club, Women's Club, Farmers Market, Kearsarge Trail Snails etc.) may use the Town Hall facilities free of charge ten times each year for meetings. Simonds Elementary School, Warner Co-operative Preschool and Head Start may hold school activities in the building without charge. All Residents of Warner may request the use of the building for personal reasons such as: bridal showers, wedding receptions, baby showers, anniversary receptions, etc. on an available basis and after paying the established fees. Any out of town group may also use the facility on an available basis by paying the established fees.

HOW TO RESERVE THE TOWN HALL FACILITIES:

Read, understand and comply with the procedures outlined herein and sign the attached "Agreement for Use of Town Hall Facilities" and submit the required fees if applicable. Insure the date(s) are reserved on the scheduling calendar located in the Selectmen's Office. Failure to complete and return the agreement at least two weeks prior to the date of the event will result in the event being removed from the schedule calendar allowing others to reserve that particular date.

PROCEURES TO FOLLOW:

- ❖ Meet with the Selectmen's Secretary, who will review the request and provide information and answer questions regarding the use of the Town Hall and clean-up criteria.
- ❖ Check out a key from the Selectmen's Office just prior to the event to unlock and lock the building. The key must be returned by the next working day.
- ❖ Tables and chairs must be returned to their particular storage locations which are marked or are readily apparent when the event is concluded. Do not take tables and chairs between the basement and the main hall without first checking with the Selectmen's Office. Move the tables and chairs with care so there is no damage to the stage, floor or woodwork. Do not use the handicap lift to move equipment between floors.
- ❖ Secure any equipment, such as the public address system, piano, theater lights, fans, etc. when the event is concluded.
- ❖ Food and beverages will not be brought into the Town Hall without first receiving permission from the Selectmen's Office. If alcoholic beverages are to be served during the event, a police officer **must** be present. Arrangement and fees for this officer are the responsibility of the user and must be made through the Police Department and approved in writing by the Chief of Police.
- ❖ From past experiences red drinks are not allowed in the carpeted area and bales of hay are not allowed anywhere in the Town Hall.

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- ❖ Sweep/dry mop the main hall floor after the tables and chairs are returned to their proper storage locations. Remove all trash from the building which was generated by your event. Brooms, large dust mop, dust pan and brush are available at the back of the stage and must be returned after being used. A vacuum can be made available for the downstairs.

- ❖ Do not tape, clip, staple, tie or hitch anything to the windows or the stage drapes. Do not tape anything on the wood or painted surfaces and no staples or tacks are allowed in the woodwork. Do use duct tape to hang anything. **Failure to comply will result in forfeiting the cleaning deposit.**
- ❖ Keeping with New Hampshire State Law, there is no smoking inside the Town Hall. Use only designated smoking areas outside the building.
- ❖ Upon conclusion of your event, please turn off all lights, close all internal doors, draw the stage drapes and turn thermostats back to 55 degrees and lock all outside doors.

ESTABLISHED USER FEES:

All locally chartered organizations using the main hall or basement meeting room, who are charging a fee or conducting a money making event, plus WARNER RESIDENTS using the facility for personal reasons, will be required to pay a \$50 "refundable cleaning" deposit and pay in advance the following fee:

- A. \$100 fee for the main hall per day/event (an additional \$15 per day for heating season)
- B. \$50 per day for the lower meeting room
- C. \$25 per day for the kitchen

All locally chartered organizations using the main hall or basement meeting room, who are not charging a fee or conducting a money making event will be required to pay a \$50 "refundable cleaning" deposit and pay in advance the following fee:

- A. \$50 for the main hall (an additional \$15 during heating season)
- B. \$25 for the lower meeting room
- C. \$15 for the kitchen

Non-resident groups may rent the facilities for the following fees:

- A. \$200 fee for the main hall per day (an additional \$15 per day for heat in the winter)
- B. \$100 per day for the lower meeting room
- C. \$50 per day for the kitchen

Equipment Use:

- A. \$100 Refundable deposit for use of the sound system
- B. \$200 Refundable deposit for use of the lighting system
- C. Training for both systems will be arranged with the Maintenance Technician

Note: Arranging hired janitorial service if desired is the responsibility of the user. Failure to return the facility to acceptable cleanliness standards will jeopardize any future use of the facility and will result in forfeiture of the "refundable cleaning" deposit.

****With cancellation of an event all funds will be returned.**

Event Insurance

Each application will be reviewed and determined if event insurance is required.

SELECTMEN'S CAVEAT:

Town held meetings have preference over other events. "Requirements for the use of the Warner Town Hall" may be changed or waived by the vote of the Board of Selectmen. The Selectmen also reserves the right to refuse use of the Town Hall for cause and to impose such other fees and/or restrictions as conditions may require.

RESERVING TOWN HALL:

1. Date(s) requested and fees (if applicable) submitted _____
2. Room(s) to be reserved _____

3. Nature of event and approximate number of people involved _____

4. Will food and beverage be involved? Yes No
5. Will alcoholic beverages be available? Yes No
- Police Officer arranged? Yes No
6. Town Hall equipment required _____

I have read "Requirements for the Use of the Warner Town Hall" and will comply with the guidelines and instructions stated.

Signature	Telephone	Date
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Address	Town	State
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APPROVAL

Town Administrator

BOARD OF SELECTMEN
(When Applicable)

Office Use Only:

Event Requires Event Insurance Yes No



TOWN OF WARNER
HOLD HARMLESS AGREEMENT

As concerns the use of Warner's Town Hall, the undersigned agrees to indemnify and hold harmless the Town of Warner and its employees from any and all loss, cost (including Attorney's fees), damages, expense and liability in connection with claims for property damage, bodily injury or death of any person which may arise out of the use of the Warner Town Hall and or equipment/furniture.

NAME OF INDIVIDUAL OR OFFICER OF ORGANIZATION (PRINT):

SIGNATURE: _____

DATE: _____

BOARD OF SELECTMEN
(When Applicable)

TOWN ADMINISTRATOR
