

TOWN OF BEDFORD
Town Hall Rental

PURPOSE:

The purpose of this policy is to control the use of the Town Hall in terms of who is to use the facility and how it is to be used. As the Town Hall is an historic community building, the intent is to have the facility used by community organizations and residents of the Town of Bedford.

ADMINISTRATION

The Department of Parks and Recreation, Town of Bedford, will have the authority to control and supervise the use of the Town Hall. The Parks and Recreation Director or designee shall determine the users and shall schedule the facility based on the following guidelines.

GUIDELINES

A. Priority in use

Bookings are made on a first-come/first serve basis. When more than one request comes at the same time, the following is the established priority in use:

1. Town activities and functions have first priority.
2. Bedford organizations and Bedford residents have priority over non-Bedford residents/ organizations.
3. Private not-for-profit organizations have priority over private for-profit organizations.
4. Any request to monopolize a lengthy block of time (more than 12 hours) or a long period of time (more than one day), shall be approved by the Recreation Director and Town Manager.
5. Any private for-profit organization or private individual(s) shall be charged rental fees as shown in Schedule (Section B) below.
6. Any private for-profit organization or private individual(s) charging a fee for a program at the Town Hall shall provide liability insurance coverage to the Town, in the amount determined appropriate by the Town.
7. Current Certificate of Insurance naming the Town of Bedford as additionally insured on file with the Parks & Recreation Department. (The insurance policy must provide for general liability coverage with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.)

B. Fee schedules

1. Bedford residents and private-for-profit organizations:

<u>Category of event</u>	<u>Less than 5 hours</u>	<u>5 to 12 hours</u>
Social event.....	\$100.00.....	\$200.00
Meeting.....	\$ 50.00.....	\$100.00

2. Non-Bedford residents and organizations:

<u>Category of event</u>	<u>Less than 5 hours</u>	<u>5 to 12 hours</u>
Private not-for-profit organization.....	\$ 50.00.....	\$100.00
Other.....	\$150.00.....	\$300.00

3. Rates for use of the Town Hall by private for-profit organizations or individuals beyond 12 hours/day or of more than one day duration shall be determined by the Recreation Director or designee and/or Town Manager.
4. An Energy Surcharge shall be billed to all private-for-profit organizations and to individuals. The charge shall be \$5.00 per hour for each hour during the months from October to April.
5. If liquor/beer/wine is brought into the Town Hall a policeman must be on duty. The charge is \$45.00 per hour, minimum 4 hours plus ½ hour lock up = 4 ½ hours for a total of \$202.50.

If selling alcohol or charging admission, you need a permit. This permit is obtainable from Investigative Officer Joe Marceau, New Hampshire Bureau of Liquor Enforcement, Monday through Friday 8:00 AM to 10:00 AM. Phone 271-1722 extension #7. **ALSO YOU WILL NEED A STATE PERMIT IF SELLING ALCOHOL.**

6. A refundable cleaning deposit must be submitted prior to the use of the facility in an amount to be determined by the Recreation Director or designee.

C. Limitations on use

1. The maximum capacity of the Town Hall is 200 people.
2. Marching or aerobic dancing by more than 25 people is not allowed in the building.
3. The balcony on the second floor is closed for public use.
4. The basement of the facility is off-limits to the public.
5. The Town reserves the right to review an organization's or individual's choice of entertainment as appropriate for the area and facility.

D. Definitions

1. Private not-for-profit organization: an organization recognized by the IRS as a not-for-profit organization under the tax code.
2. Private for-profit organization: any organization or group that does not have IRS not-for-profit status.

Recommended by Recreation Director on January 07, 1991

Amended by Recreation Director on October 01, 1991

Revised – Town Council Approval: December 1994

Revised by Parks and Recreation Director & Town Manager on July 22, 1998

Approved by the Town Council on July 22, 1998.

Revised – Town Council Approval: January 12, 2000

Revised by Parks and Recreation Director & Town Manager on January 4, 2003

Approved by the Town Council on January 4, 2003

**TOWN OF BEDFORD
APPLICATION FOR USE OF TOWN HALL BUILDING**

Name of Organization: _____

Dates (s) of Use: _____

Set Up Time: _____ Actual Event Start Time: _____ End Time: _____

Type of Function: _____

Expected Attendance _____ Bedford Resident _____ Non-resident _____

Any Type of Alcoholic Beverage Being Served? YES _____ NO _____

Type of Entertainment (please be specific) _____

Not For Profit Organization: YES _____ NO _____ (If for profit, give details in Comment Section)

Are any fees to be charged to people attending the function? YES _____ NO _____
(If YES, give details in Comment Section)

PERSON IN CHARGE

E-MAIL: _____

Name: _____

Address: _____

Telephone Number: HOME _____ WORK _____

WAIVER: I HAVE READ AND UNDERSTAND THE PROCEDURES AND REQUIREMENTS FOR USING THE TOWN HALL AND FURTHER UNDERSTAND THAT THE TOWN OF BEDFORD CANNOT BE HELD LIABLE FOR ANY CLAIMS INCIDENTAL TO THE CONDUCT OF THE ACTIVITIES. I ALSO ACKNOWLEDGE THAT I AM 21 YEARS OR OLDER.

Signature: _____ Date: _____

COMMENTS: _____

For Office Use Only:

Request Received On: _____ Floor Level: _____

Police Officer Needed: _____ Times for Police: _____

*Approved by Police Department: _____

Approved by Parks & Recreation Director: _____

Request is Approved: _____ Denied: _____ By: _____

Fee Charged: Rental Fee: _____ Energy Charge: _____ ** Police Cost _____

Copy Sent to Applicant - Date: _____

TOTAL CHARGE: _____ (FEE TO BE PAID PRIOR TO USE)

***FOR ALL WEEKEND PARTIES/SPECIAL EVENTS**

****Police Officer on duty will lock up building. Any additional time required for the police officer will be billed in 30-minute increments.**

TOWN OF BEDFORD - TOWN HALL
RULES AND PROCEDURES FOR USING THE TOWN HALL

1. Parking is a concern for anyone using the Town Hall. Parking procedures are as follows:
 - A. Parking is available in one of the 3 parking lots **BEHIND** the Town Hall.
 - B. Parking is available along the **EAST** side of Bedford Center Road **ONLY**.
 - C. Parking is available in the Library parking lot **ONLY** when library is closed.
 - D. Large groups may need a police officer on duty for traffic control.
 - E. No parking is allowed in Fire Lanes or in front of the Town Hall.
2. All lights must be turned **OFF** before leaving the building. (**PLEASE CHECK THAT STOVE IS OFF**).
3. The front door must be locked when leaving.
4. All windows to be **CLOSED BEFORE** leaving.
5. **NO TAPING OF DECORATIONS TO INSIDE WALLS AND NO HANGING DECORATIONS FROM SPRINKLER SYSTEM PIPES.**
6. Smoking anywhere in the building is strictly forbidden.
7. All groups using the building must provide proper supervision. Misuse of the building will result in termination of the organization or group's use of the building.
8. All users will be responsible for cleaning up after any activity, including, but not limited to, picking up trash, sweeping floors, and arranging the room(s) back to their original state.
9. Please bag all trash and leave in kitchen.
10. All users will be held accountable for any damages caused by their usage of the building.
11. Use of alcoholic beverages in the Town Hall must have specific approval from the Town. Any organization or group given permission to use alcoholic beverages is responsible for obtaining all other permits needed for such use.
12. **SOUND LEVELS** - Windows must be **CLOSED**, when music **IS** being played and sound levels must be kept at a reasonable level.
13. **NO FOG MACHINES OR PYROTECHNIC DEVICES ARE ALLOWED IN BUILDING. IF ALARMS OR SPRINKLER SYSTEM IS SET OFF; FINES WILL BE IMPOSED ON USERS.**
14. **NO SUSTAINED MUSIC OR NOISE FROM INSIDE TOWN HALL SHALL BE HEARD OUTSIDE FROM THE WESTERLY SIDE OF MEETINGHOUSE ROAD.**

ALL SOCIAL EVENTS MUST TAKE PLACE ON FIRST FLOOR OF BUILDING
Any serious violation of these rules could mean immediate shutting down of the party or social event in the Bedford Town Hall by the Bedford Police Department.

Your cooperation with these rules and procedures is greatly appreciated.

Signature _____ Date _____

Police Non-Emergency Phone Line - 472-5113