

TOWN HALL RENTAL CONTRACT

Type of event	Date(s)	Start Time	End Time

Rental Fees: Make checks payable to: **Town of Greenfield**

- ☐ Resident, \$60.00/day
- ☐ Non-resident, \$250.00/day
- ☐ Town event, no fee
- ☐ Joint venture between Town & others
- ☐ Downstairs Hall fee \$60.00/day Resident
- ☐ Downstairs Hall fee \$250.00/day Non-Resident
- ☐ Downstairs Kitchen fee \$75.00/day
- ☐ Church fee \$100.00

Other Fees to the Town:

- ☐ \$250.00 Refundable Security Deposit (See Policy # 2)
- ☐ _____ Police detail fees (See Policy # 5)
- ☐ Town Group Function, utility fee \$15.00 (See Policy #15)

Additional Requirements:

- ☐ \$1,000,000 Certificate of Insurance is required (Attached).
- ☐ Approved alcohol permit (Attached) (See Policy #4). ☐ N/A

Town Hall Rental Policies

Revised 2/02/10

1. The renter must notify the Town Office at once of any facility problems discovered before or after the event. The premises must be left in good condition.
2. A **Security Deposit** (separate check) made out to the Town of Greenfield in the amount of \$250.00 is required. The deposit will be refunded to the renter, less any costs for damage and or clean up. The renter should notify the Town in writing if deposit is not refunded in four weeks.

Renter is responsible for all trash clean up/removal and restoring the property back to the same condition as it was before the rental period. The renter is held liable for any damages/costs that exceed the \$250.00 during their rental period.

3. All fees and deposits are required before the event. Checks should be submitted with the application form. The Board of Selectmen may revoke any permit for just cause.
4. An **Alcohol Permit** may be obtained from the Board of Selectmen. Consumption of alcoholic beverages on Town property without such a permit is a violation of Town

TOWN HALL RENTAL CONTRACT

Ordinances and will result in court action. There shall be no consumption of alcoholic beverages by those under 21 years old.

Alcohol present?

☐ Yes

☐ No

5. **Police coverage** at the event is at the discretion of the Police Chief. If police coverage is necessary, then the renter is responsible for contacting the Police Department and paying compensation wages for each assigned officer at a rate of \$28.50/hour (which covers the Officer's rate, insurance, and additional town overhead expenses) for a four-hour minimum. To be billed after the event, by the G.P.D. The consumption of alcoholic beverages will require a police officer. Ticket sales at the door will require a police officer. Call 547-2535 for more information.

Coverage necessary?

☐ Yes

☐ No

If yes, how many officers required? _____

Chief's Signature: _____ Date: _____

6. The Board of Selectmen must approve any decorations. There must be no nails, staples, tacks or scotch tape inserted or stuck to the walls, floors or doors in the Town Hall.
7. The renter is responsible for removing all trash immediately after the event. All chairs, tables and any town property used will be kept clean and put back in the proper place. After each use the stoves and kitchens (if used) shall be cleaned. Sweep and/or mop the floors as necessary.
8. No harsh chemicals or oils are to be used or put on the floors. No abrasive substances, such as cornmeal, etc. may be used.
9. **NO SMOKING** is allowed anywhere IN the building.
10. No alcoholic beverages are allowed outside the building.
11. Make sure all lights and appliances are turned off upon leaving. Please turn the heat down to 58 when you leave.
12. The Town Hall must be locked when unattended. You are responsible. (It must be unlocked during the event.) A key may be obtained from the Town Office prior to the event.
13. No parking on the grass.
14. Do not block the exits. Do not block the fire or electrical panels with tables or chairs.
15. Any and all "Town" groups may use the Town Hall for regular meetings at no charge. Any function by a town group beyond their regular meetings must reimburse the Town a fee of \$15.00 per function to offset the cost of utilities.

TOWN HALL RENTAL CONTRACT

16. Any violation of the above policies may be cause for withholding the security deposit. The Board of Selectmen reserve the right to deny rental or use to any group or persons who do not abide by these agreements or who does excessive damage to the facility.

Additional Renter's Information:

Organization: _____

Contact Person: _____

Address: _____

Phone #: _____

I/WE AGREE TO ABIDE BY THE POLICIES AND ORDINANCES OF THE TOWN OF GREENFIELD, N.H. AND ASSUME ANY/ALL RESPONSIBILITY FOR THE MISUSE OF THE TOWN HALL BUILDING AND PROPERTY DURING THE RENTAL PERIOD.

Signature: _____ Date: _____

Board of Selectmen, Town of Greenfield:

☐ Approved

☐ Denied

Signature(s): _____ Date: _____

_____ Date: _____

_____ Date: _____