

**MEETING HOUSE / TOWN HALL
RENTAL CONTRACT
776 Forest Road Greenfield, NH 03047**

Type of event	Date(s)	Start Time	End Time

Rental Fees (half days prorated):

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

- Resident, \$60.00/ 8 hr. day Non-resident, \$250.00/ 8 hr. day
- Town event & Joint venture between Town & others: No Fee
- Downstairs Hall fee \$60.00 / 8 hr. day Resident
- Downstairs Hall fee \$250.00 / 8 hr. day Non-Resident
- Downstairs Kitchen fee \$75.00 / 8 hr. day
- Church Rental Resident, \$75.00 / 8 hr. day
- Church Rental Non-resident, \$250.00 / 8 hr. day

Other Fees to the Town:

- \$250.00 Refundable Security Deposit/ Sep. Check (See Policy # 2)
- _____ Police detail fees (See Policy # 5)
- Town Group Function, utility fee \$15.00 (See Policy #15)
- Winter Surcharge (Oct. – Mar.) \$25.00 ea. 4 hour period

Additional Requirements:

- \$1,000,000 Certificate of Insurance is required (See Policy #18)
- Approved alcohol permit (Attached) (See Policy #4). N/A

Meeting House Rental Policies

Revised 07/02/14

1. **CONDITION OF PREMISES:** The renter must notify the Town at once of any facility problems discovered before or after the event. Call DPW, 547-3504 or the Selectboard's Offices at 547-3442. The premises must be left in good condition. Close All Windows.
2. **SECURITY DEPOSIT:** A (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 deposit during their rental period.

Any violation of the policies may be cause for withholding the security deposit. The Board of Selectboard 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.

- 3. FEES: All fees and deposits are required before the event. Checks should be submitted with the application form. The Selectboard may revoke any permit for just cause.
- 4. ALCOHOL PERMIT: a may be obtained from the Selectboard. Consumption of alcoholic beverages on Town property without such a permit is a violation of Town 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: police presence 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 \$52.00/hour (which covers the Officer's rate, insurance, and additional town overhead & admin. 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. DECORATIONS: The Selectboard 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 Meeting House.
- 7. TRASH: 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. LIGHTS AND THERMOSTAT: Make sure all lights and appliances are turned off upon leaving. Please turn the thermostat down to 58 when you leave.
- 12. The building 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. PARKING LOT USE: No parking on the grass.
14. EXITS: Do not block the exits. Do not block the fire or electrical panels with tables or chairs.
15. TOWN GROUP RENTAL: Any and all "Town" groups may use the 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.
16. SANCTUARY RENTAL: renter must clean the sanctuary before and after the event.
17. MEMORIAL SERVICES: Resident Memorial Services are exempt from fees
18. INSURANCE: User will procure and maintain at its sole cost and expense, comprehensive general liability insurance in which the Town of Greenfield is an additional insured with coverage of \$1,000,000 per occurrence. User will furnish the Town with a certificate of insurance and endorsement. If you cannot provide proof of insurance, you can purchase a Tenant User Liability Insurance Policy (TULIP) through a special program. For more information on how to purchase your TULIP please contact Primex at 1-800-698-2364. Or online at <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>
19. INDEMNIFICATION AND HOLD-HARMLESS: To the fullest extent permitted by law, User shall protect, indemnify, save, defend and hold harmless the Town of Greenfield, including its officials, agents, volunteers and employees ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Agreement or the activities of User or its agents, employees, guests, vendors, contractors or subcontractors, and even if allegedly or actually caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.
20. RIGHT OF ENTRY AND TERMINATION. The Town, its officers, agents and employees shall have the right to enter the Facility at all times during the Event to confirm User's conformance to this Agreement. If the Town determines, in its sole judgment, that it would like to terminate the License for any reason it shall have the right to immediately terminate this Agreement at any time without penalty or liability and User, its guests and vendors shall cease the event and exit in an orderly manner.
21. CONFORMANCE WITH LAW AND RULES. User agrees that User will abide by and conduct its affairs in accordance with this Agreement and all policies, laws, rules, regulations, and ordinances. User shall not engage in or allow any disorderly, unruly, loud, unsafe or illegal activity to occur at the Town Facility/Premises.

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 MEETING HOUSE / TOWN HALL BUILDING AND PROPERTY DURING THE RENTAL PERIOD.

Signature: _____ Date: _____

Selectboard, Town of Greenfield:

Approved

Denied

Signature(s): _____ Date: _____

_____ Date: _____

_____ Date: _____