

TOWN OF MILFORD

TERMS AND CONDITIONS FOR USE OF

TOWN HALL AUDITORIUM, BANQUET HALL & KITCHEN

PURPOSE:

It is the desire of the Milford Board of Selectmen that the Auditorium, Banquet Hall, and Kitchen be places that will be used by Milford-based educational, cultural, civic, philanthropic, and social organizations, both for-profit and non-profit. **It is the intent that these facilities are not to be used for individual purposes and functions.** Both the Auditorium and Banquet Hall 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 three (3) weeks in advance and cannot be made for more than four (4) consecutive meetings within a four (4) month period, or five (5) days in a one (1) week period. If this application is renewed immediately upon the expiration of the initial time period, the schedule shall be considered in total when enforcing the intent of this paragraph (for example an applicant cannot continually renew an application for four consecutive meetings with the intent of circumventing this policy). The Lessee agrees to conform to all Town of Milford rules, regulations, codes, and statutes. **Paperwork must be submitted within three days of reserving the hall in order to hold the space.**
2. The 'name of applicant' as requested on the application indicates the person completing the documentation for the event. This person is required to be a Milford resident and **will be held responsible for payment of additional charges, custodial or otherwise, should the organization or contact person listed on the application not pay said charges.** The 'contact name' as requested on the application (if different than the 'name of applicant') indicates the person that will be coordinating the event and will be available at the telephone numbers listed to answer any questions that may arise regarding the event.
3. **Groups of 200 or more are required to have a Milford police officer present** unless this requirement is specifically waived by town Administration and/or the Police Department. Police coverage, when required, is to be requested/coordinated by the applicant directly with the Milford Police Department (249-0630).
4. The Lessee shall indemnify and hold the Town of Milford harmless for damage to persons and property resulting from the use of the Town Hall facilities by the Lessee and shall, when requested, at its own expense, provide the **Town with a Certificate of Liability Insurance against accident 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.**
5. 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.

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6. In the event of a concern that weather or other related cancellation of an event might need to take place it is the responsibility of the designated contact person for the organization reserving the facility to notify the Board of Selectmen's Office during normal office hours (M – F 8:00 am to 4:30 pm) to discuss the options of the situation prior to the event being cancelled. Failure to notify the Board of Selectmen Office in the timely manner may result in billing for custodial time.
7. Non-profits charging a fee to attend their function will be charged a fee for hall rental. Non-profit groups requesting **room fee waiver must provide** documentation of their non-profit status as part of the application process (official federal or state documentation). **Custodial fees are required for all profit and non-profit functions.**
8. Unless sponsored by a Milford-based political organization, groups endorsing political candidates are not allowed use of the facilities; however, meetings, presentations or caucuses by municipal party organizations are permitted. This permission does not, however, constitute an endorsement of the group's objectives or philosophy by the Town of Milford or its Board of Selectmen. Further, the exhibition or display of advertising materials endorsing political candidates is not allowed in Town Facilities.
9. No food or beverages are to be consumed in the Auditorium without specific permission. Food in the Auditorium will require a separate fee (see fee schedule).
10. Rental of the Town's Steinway Piano is only made to professionally and scholastically qualified applicants (**see fee schedule**). There is no charge for use of the Town's upright piano.
11. Payment of room fees, piano rental fees, and food in auditorium fees, are due at the time of application submission, unless other arrangements have been made with the Board of Selectmen's Office.
12. A custodian is required for all profit and non-profit functions except Town government-related events. The custodian shall be in attendance at least ½ hour prior to the rental period, during the full rental period, and at least ½ hour after the rental period. Dependent on the nature of the event, additional custodian(s) may be required.
13. **Custodian services are charged on a flat rate basis and will be billed separately (see fee schedule).** Custodial charges, if applicable, will be billed to the organization listed on page 3 of the Application, after the event, following completion of custodial services.
14. The Town Hall shall be left in the same condition it was in prior to rental. 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 upon presentation of an invoice. The Town reserves the right, depending upon the nature of the event, to charge a security deposit.
15. Smoking and alcoholic beverages are **strictly prohibited** in the building and it shall be incumbent upon the Lessee to enforce these provisions.

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16. No nails, tacks, staples, transparent tape, or any other type of tape shall be affixed to any wall, ceiling, floor, or woodwork. Hay, glitter, confetti, rice, or materials of a similar nature are not allowed in the Town Hall facilities. Use of such materials will necessitate additional custodial fees being charged. For safety reasons open flame sources (candle, oil lamps, etc.) are not permitted in the Town Hall facilities. All decorating plans must be submitted as soon as possible for review and approval but not later than one week in advance of the scheduled event. Decorations are to be removed the same day of the event in order to facilitate next-day facility use. For special functions - and upon the request of the renter - the day before the function(s) may generally be reserved for decorating. Only in very rare cases will earlier decorating be authorized, as this would reduce the availability of the space to other renters.
17. **The Lessee shall, at the end of the event, be responsible for the collection of all rubbish generated by the function,** and all Town Hall space used by the Lessee is to be left in a clean, neat, and orderly condition. Failure to do so may result in additional charges being assessed.
18. The Kitchen is to be used for light cooking (i.e., warming food, salad preparation) and food clean up only. Any more extensive use is prohibited and any additional custodial efforts required for additional Kitchen clean up will be billed to the organization.
19. The balcony in the Auditorium is not available for rental or for general public use.
20. All equipment, props, etc. owned by the Lessee must be removed from the premises the evening of the last performance or event unless other arrangements have been made in advance with the Selectmen's Office. The Town assumes no responsibility for the safe keeping of any private property brought onto the premises.
21. Organizations using musical instruments, amplifiers, speakers, or other gear on the stage must provide rugs or mats to preclude scratching or damaging the stage or Auditorium floor.
22. 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.
23. During the winter season, access via the main front door may not always be available due to wind safety hazards due to the size of the doors and also please be certain to carefully clean shoes upon entering Town Hall in order to preclude salt and sand damage to the entryway, Banquet Hall and Auditorium floors.

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TERMS AND CONDITIONS FOR USE OF
TOWN HALL AUDITORIUM, BANQUET HALL & KITCHEN

BUILDING CAPACITY (FIRE CODE BASED):

	<u>Auditorium</u>	<u>Banquet Hall</u>
Chairs Only	- 300 Individuals	- 125 Individuals
Tables & Chairs (No Dance Floor)	- 250 Individuals	- 100 Individuals
Tables & Chairs (20 X 30 Dance Floor)	- 200 Individuals	

- Total capacity of the third floor (Auditorium & Banquet Hall) is 425 individuals.
- Final capacity determination is the **sole jurisdiction** of the Milford Fire Chief.
- The approximate dimensions of the Auditorium are 54' x 55' = 2,970 ft.², Banquet Hall are 40' x 43' = 1,720 ft.², and Stage are 20' x 25' = 500 ft.².

FEE SCHEDULE:

Auditorium: separate

Rental Fee for Non-Profit Organizations (e.g. 501-C-3)	No Rental Fee* (see terms & conditions #7)
Rental Fee for All Others	\$250.00 per event*

***Note:** There will be an additional \$75.00 fee if food is to be served in the Auditorium.

Banquet Hall: separate

Rental Fee for Non-Profit Organizations (e.g. 501-C-3)	No Rental Fee (see terms & conditions #7)
Rental Fee for All Others	\$100.00 per event

Kitchen:

Rental Fee for Non-Profit Organizations (e.g. 501-C-3)	\$25.00 per event
Rental Fee for All Others	\$25.00 per event

Auditorium & Banquet Hall: together

Rental Fee for Non-Profit Organizations (e.g. 501-C-3)	No Rental Fee* (see terms & conditions #7)
Rental Fee for All Others	\$300.00 per event*

***Note:** There will be an additional \$75.00 fee if food is to be served in the Auditorium.

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Custodial Fees:

A custodian is required for all profit and non-profit functions except Town government-related events. The custodian shall be in attendance at least ½ hour prior to the rental period, during the full rental period, and at least ½ hour after the rental period. Dependent on the nature of the event, additional custodian(s) may be required.

Starting January 1, 2014, all custodial fee are required for profit or non-profit functions.

Custodial fees are \$30 per hour and based on the following:

1 to 30 people in attendance	1 hour setup fee and 1 hour take down fee =	\$60 per function
31 to 100 people in attendance	1 hour setup fee and 2 hours take down fee =	\$90 per function
101 to 300 people in attendance	1.5 hours setup fee and 2.5 hours take down fee =	\$120 per function

Other Fees:

Additional fees may be assessed, at the discretion of the Board of Selectmen, depending on nature of the event. **In the event that the custodians are asked to setup for additional people after an event has been established, fees will be adjusted according to attendance.**

There will be an additional \$75.00 fee if food is to be served in the Auditorium.

There will be an additional \$50.00 fee for use of the Town's Steinway. There is no charge for use of the Town's upright piano.

Payment for rental charges, piano rental fees, food in auditorium fees, and key deposits 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 Selectmen's Office.

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.

As a general rule, back-to-back weekend functions will not be scheduled except in special circumstances to be approved in advance.

TOWN OF MILFORD

APPLICATION FOR USE OF TOWN HALL AUDITORIUM, BANQUET HALL & KITCHEN

Application is to be made to the Milford Selectmen's Office, Town Hall, One Union Square, Milford, NH 03055-4240, 249-0603

Name of the event: _____ Purpose of the event: _____

Date of Function: _____ Hours of function: _____

Room(s) Requested: Auditorium _____ Banquet Hall _____ Kitchen _____ Stage _____

Will we need to unlock the doors for the event? Y _____ N _____ If Yes, indicate time: __:____

Which doors (Nashua Street, Middle Street, or Oval)? _____

Name of Applicant: _____ Name of Contact Person: _____

Organization: _____

Address: _____

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

Registered Non-Profit Organization (e.g. 501-C-3): Y _____ N _____ Copy Provided?: _____

Have you completed the function lay-out/map drawing on the reverse page? Y _____ N _____ NA _____

Will you arrive early to set-up? Y _____ N _____ If Yes, indicate time: __:____ to: __:____ on Date(s): _____

Will we need to unlock the doors for the set-up? Y _____ N _____ If Yes, indicate time: __:____

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

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

Will you be serving food in the Auditorium (if applicable): Y ___ N ___ If Yes, an additional \$75.00 fee will be charged

Kitchen

This is not to be used for preparing food. It is merely a cleanup kitchen. Only light refreshments may be prepared. Food may be brought in and it may be used to keep it warm. There is a stove, refrigerator, 2 microwaves, an oven, sink, & dishwasher. The elevator is handicapped accessible.

Auditorium

Capacity – 300 people with a bare stage. There are 300 chairs available at present. The elevator is handicapped accessible. There is a Steinway Piano available for a **separate charge** (see fee schedule). The Balcony **CANNOT** be used except for photographs. Food/Beverages are not allowed unless otherwise authorized and for a **separate charge** (see fee schedule).

Banquet Hall

Capacity – 150 (with chairs only) There are 9 double length tables & 100 chairs available at present.

Conditions

- ✓ Responsible adults must be present at all times.
- ✓ Applications must be received **at least three (3)** weeks in advance.
- ✓ You must show proper respect for facility.
- ✓ No alcohol or smoking permitted on premises.
- ✓ Leave facility clean & dispose of trash in proper container.
- ✓ A janitor is **required** for all events.
- ✓ A Police Officer is **required** if more than 200 are people expected to attend an event.
- ✓ Payment of fee(s) is/are due at time of application.
- ✓ Deposit for key(s) is required.
- ✓ Rental Group is responsible for all damages.
- ✓ **Total Capacity of Third Floor = 300**

If there are any changes to the above please contact the Town's Executive Assistant at least one week prior to the event. The number is 603-249-0603.

The granting of this application by the Town of Milford for the use of the requested space for the purpose / organization stated above indicates neither endorsement nor support by the municipality and it's Board of Selectmen of the views or activities of the applicant or applicants.

The undersigned has read the Town of Milford Terms and Conditions for Use of Town Hall Auditorium, Banquet Hall & Kitchen and agrees to the terms and conditions outlined therein.

Signature of Applicant

Date

_____ **ADMINISTRATION DEPARTMENT USE ONLY BELOW THIS LINE** _____

ESTIMATED Custodial Fees for this event are: (**ACTUAL** custodial setup fees are billed following the event)
(_____ hours at **\$30** = \$ _____) = **ESTIMATED** Custodial Fees = \$

ADDITIONAL Fees:

Space Rental Fee: \$ _____ Food in Aud. (\$75) _____ Steinway Rental (\$50) _____ Other Fees: \$ _____

Total Additional Fees: \$ _____ Certificate of Insurance Required? _____ Certificate of Insurance Received? _____

Space Reservation Processed: _____ Custodian Confirmed: _____

Application Approved: _____
Signature Date Yes No

KITCHEN

BANQUET
HALL

BATHROOM

BATHROOM

HALLWAY

ELEVATOR
(Middle Street Entrance)

STAIRS
(Nashua Street Entrance)

STAGE

AUDITORIUM

FRONT ENTRANCE
(ON THE OVAL)

**TOWN OF MILFORD
BILLING INFORMATION FOR**

USE OF TOWN HALL AUDITORIUM, BANQUET HALL & KITCHEN

Application is to be made to the Milford Selectmen's Office, Town Hall, One Union Square, Milford, NH 03055-4240,

Room(s) Requested: Auditorium _____ Banquet Hall _____ Kitchen _____ Stage _____

Name of Event: _____

Organization: _____

Name of Billing Contact: _____

Billing Address: _____

Billing Contact Telephone: (Home) _____ (Work) _____

Registered Non-Profit Organization (e.g. 501-C-3): Y _____ N _____

Date of Function: _____ Hours of function: _____

FOR CUSTODIAL USE ONLY

Actual Function Start Time: _____

Actual Function End Time: _____

Rooms Used/Cleaned: Auditorium _____ Banquet Hall _____ Kitchen _____ Stage _____

Custodian	Date	Clocked in	Clocked out	Total Hours
Total Billable Custodial Hours:				

Any damages to the facilities (circle one)? Yes No

If yes, total repair estimate (details attached)

Total Billable damage charges (provide copy of estimate/invoices):

Any Additional Fee (piano use, etc.):

Custodial fee for Hall set up and take down (see pg. 5 for number of people determined per function.

Hall Rental Fee (if applicable)

Total Billing Amount:

Notes: