

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.....	\$150.00.....	\$300.00
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 \$60.00 per hour, minimum 4 hours = total of \$240. (Council Approved 2/10/16)

If selling alcohol and/or charging admission, you need a State permit. This permit is obtainable from New Hampshire Bureau of Liquor Enforcement, Monday through Friday Phone 271-1722.

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

Police Detail Fee approved by Town Council on February 12, 2014
Police Detail Fee approved by Town Council on February 10, 2016

**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.**