



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

Board of Selectmen

Old Town Hall Use Policy

Whereas, the Old Town Hall being a building with historical value, and:

Whereas, it is requested that the building and its grounds be respected at all times;

The following policy shall be in place for the use of the Old Town Hall;

1. Authorized Users

- a. The Board of Selectmen or their designee shall approve the use and users of the hall.
- b. Middleton residents, property owners, local civic and non-profit organizations are authorized to use the hall for public functions at no cost provided they are open to the public.
- c. Non-residents, residents and property owners conducting private functions are authorized to rent the hall per the prescribed fees and deposits listed below.
- d. No events for profit shall be allowed.

2. Rental Fee

- a. Local civic and non-profit organizations charging an admission fee with proceeds going toward community service shall not be charged a rental or cleaning fee.
- b. Town of Middleton departments, boards and commissions shall not be charged a rental or cleaning fee.
- c. Residents, property owners, local civic and non-profit organizations conducting a private function shall be charged a rental fee of \$100.00 for a one-time use of the hall
- d. Residents, property owners, local civic and non-profit organizations conducting a private function shall be charged a rental fee for reoccurring use of the hall as follows:
 - \$80.00/ Month
 - \$40.00/ 2 Weeks
 - \$20.00/ Week
- e. Non-residents shall be charged a rental fee of \$150.00 for a one-time use of the hall.
- f. Non-residents shall be charged a rental fee for reoccurring use of the hall as follows:
 - \$100.00/ Month
 - \$50.00/ 2 Weeks
 - \$25.00/ Week
- g. Non-residents, residents, property owners, local civic and non-profit organizations conducting a private function wishing to use the kitchen stove will be charged a fee of \$20.00 The Town of Middleton or its designee will turn the gas on and off and instruct the user on proper use of the stove.
- h. All users wishing to utilize the second-floor chapel will be charged a fee of \$200.

1. No more than 75 people can occupy the hall. If more than 50 people will be attending a function, the Middleton Police Department must be notified. Call (603) 473-8548.

3. Security Deposit

- a. Non-residents, residents, property owners, local civic and non-profit organizations conducting a private function shall be required to render a security deposit in the amount of \$100.00 for all private functions to insure no damage is caused to the building or grounds. The security deposits rendered in cash or check will be deposited and placed in a Town of Middleton dedicated account. Those utilizing the hall on a reoccurring basis for private functions will need to submit an updated deposit amount every six months. Upon final inspection by the Town of Middleton's designee, to be conducted within 24 hours after the function has completed, the security deposit will be returned to the user via a Town check within ten days.
- b.

4. Cleaning Fee

- a. Non-residents, residents, property owners, local civic and non-profit organizations conducting a private function shall being charged a rental fee must submit non-refundable Cleaning Fee in the amount of \$25.00.
- b.

5. Cancellations

- a. No show or reservations cancelled with less than a notice of 24 hours – forfeiture of all fees will occur.
- b. If a cancellation occurs greater than 24 hours before the event the all fees shall be returned in full to the renter.

6. Application

- a. An application form shall be prescribed for the use of the hall and shall include the following information:
 - Name of User.
 - Contact person, address, and phone number.
 - Date and time requested.
 - Acknowledgement of "Release and indemnification" notice shall be signed.

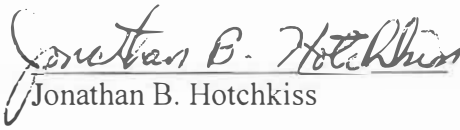
7. Rules for Use of Hall

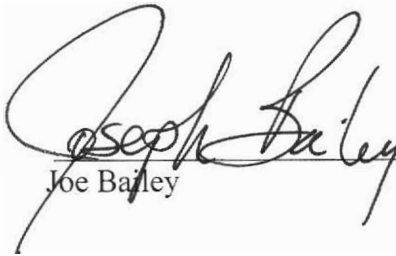
- a. **NO** event shall be held past 10:00 P.M.
- b. **NO** user shall leave the building unattended at any time.
- c. **NO** alcoholic beverages are permitted in the building or on Town property.
- d. **NO** smoking is allowed within the building or on Town property.
- e. **NO** items are to be affixed to the walls or ceilings. Decorations are allowed on the tables and chairs using only 3M Command Products or equivalent which shall be completely removed at the end of the function.
- f. **NO** confetti or other similar items shall be strewn about.
- g. **NO** candles or open flames shall be allowed. (The use of a Sterno under serving dishes is allowed.)
- h. **NO** access shall be allowed to the second-floor chapel without permission from the Town of Middleton.
- i. All **windows** should remain closed and locked.
- j. All **rooms** are left clean and floors swept of any debris (including kitchen and bathrooms). Leave bathroom doors open. Trash should be neatly bagged in users own plastic trash bags

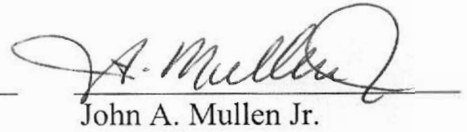
and removed from the premises. Do not leave food in the refrigerator including condiments.

- k. All **tables, chairs, appliances, cookware etc.** should be returned to their original locations they were removed from. No equipment is allowed to leave the Old Town Hall without permission of the Town of Middleton.
- l. All food items are to be provided by the user and disposed of properly.
- m. **Adjustment of the Thermostat is not permitted.**
- n. Turn off all **lights.**
- o. **Close and lock** all outside doors upon completion of the event.

Adopted by the Board of Selectmen, this 5th day of November 2018.


Jonathan B. Hotchkiss


Joe Bailey


John A. Mullen Jr.



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

Town of Middleton Application for Use of Old Town Hall

Name of Applicant

Official: (if different from applicant)

Address

City/Town

Zip Code

Phone Number

Date Hall Requested:

Time Requested: _____ AM/PM to _____ AM/PM

Fees

(mark all applicable)

Middleton Private Function: \$100.00

Non-Resident Function: \$150.00

Stove Usage Requested: \$ 20.00

Chapel Usage: \$200.00

Private Function Cleaning: \$ 25.00

Other: \$ _____ Description: _____

Date Received: _____ Total Amount Received: \$ _____ Check #: _____

Rec'd by: _____ Title: _____



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

Board of Selectmen

Town of Middleton Old Town Hall Release/Indemnification

1. In consideration for being permitted to use the facilities of the Town of Middleton, _____ (insert name of person/entity seeking permission to use facilities) (hereinafter "Applicant") agrees to indemnify and hold harmless, the Town of Middleton, its officers, employees, insurers, and New Hampshire Municipal Association Insurance Programs, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity, on account of damage, loss, or injury, including without limitation, claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facility, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town of Middleton, its officers, or its employees, or from any other cause whatsoever.
2. By signing below, Applicant agrees that, in the event of any damage, loss, or injury to the facility or tan any property or equipment therein; the Town of Middleton may deduct from the damage deposit the full amount of such damage, loss of injury. Applicant further agrees that, if such damage, loss, or injury exceeds the amount of the damage deposit, Applicant will within thirty (30) days of billing reimburse the Town of Middleton for all costs associated therewith upon billing by the Town of Middleton.
3. In addition, in consideration for being permitted to use the facility, Applicant, on behalf of itself, and its officers, employees, members, and invitees, hereby expressly exempts and releases the Town of Middleton, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims and demands, on account of injury, loss or damage, including without limitation claims, arising from the property loss or damage, bodily injury, personal injury, sickness, disease, or death, that Applicant may incur as a result of such use, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town of Middleton, its officers, or its employees, or from any other cause whatsoever.

Official's Name: _____ Title _____

Signature Date: _____