

# WALPOLE TOWN HALL RENTAL INFORMATION

## FIRE SAFETY IS YOUR RESPONSIBILITY.

- a. NFPA LIFE SAFETY CODE 101 STATES **NO OPEN FLAME** can be used in a place of assembly. The Walpole Fire Department's position on open flame devices includes candles of all types, and any pyrotechnics are all prohibited in the Town Hall. Sterno may be used if it has a State approved fire safety seal.
- b. NFPA LIFE SAFETY CODE 101 ALSO STATES THAT **NO LIVE VEGETATION DISPLAYS** are allowed, Ex: Christmas trees, large plants, etc.
- c. **NO SMOKE MACHINES** can be used inside the Town Hall.
- d. **NO TRASH** is to be left inside town hall.
- e. **MAXIUM CAPACITY:**            First Floor: 175            Second Floor: 250

If a fire occurs you can be Liable for the damage.

## SMOKING PROHIBITED

On January 1, 1991, New Hampshire passed the Indoor Smoking Act, RSA 155:64-77. This Law requires that smoking be restricted and regulated in enclosed places of public ownership, public access, and places of employment to protect the health of the people who use them.

Under State Law, there is no smoking in any public building. **THIS INCLUDES THE TOWN HALL.** Should there be smoking outside, please provide proper disposal means for cigarette butts.

## ALCOHOL

OPEN CONTAINER LAW: NO alcohol is to be consumed outside of the Town Hall, per Town Ordinance approved in 1990.

If alcohol is to be sold, a temporary license **must** be obtained from the New Hampshire State Liquor Commission. Phone number: 603-271-3755

If alcohol is to be served, **no minors may be served**, and the Town of Walpole encourages its use in moderation. Please read carefully the Indemnity Agreement, which you must sign, for the use of the Town Hall.

## COMMON/BANDSTAND RENTORS

If you will have need of restrooms during your rental time please stop by Selectmen's Office the day before your event and pick up a key to building. You may use restrooms only.

## **IN CASE OF AN EMERGENCY CALL 911.**

### **CONTACTS:**

Should you need technical assistance or any other kind of help with the Town Hall please call the following: Office: (603) 756-3672 Email: [jclough@walpolenh.us](mailto:jclough@walpolenh.us), or after hours, Janet Clough Home: (603) 209-5399

### **TABLES AND CHAIRS**

There are approximately 17 eight-foot tables, 18 six foot tables and approximately 300 chairs available. These are for the use of the renter when used in the Town Hall. Tables and chairs are available to rent for use outside the Town Hall. They may not leave the Town of Walpole. The following are the charges for renting tables and chairs:

Chairs: \$ 1.50 cents per day/per chair                      Tables: \$4.00 per day/per table

### **HEAT AND AIR CONDITIONING**

The kitchen is air-conditioned. You need to make arrangements with the Selectmen's Office to keep the air conditioning on for your event. The thermostats that control the heat for the first and second floors are locked. A key to unlock the thermostat lock boxes will be given to the renter at the time the keys to the Town Hall are picked up. The thermostats are set to 62 degrees. If the temperature is adjusted during the rental it needs to be returned to 62 degrees upon exiting the building. ***If this is not done the security deposit will be lost.***

### **CLEAN UP**

**All trash must be removed from the Town Hall immediately after the event to prevent fire.** Trash barrels are provided for your use during the event. You are to remove the trash bags only. **Leave trash cans here.** There will be a fee if the Town has to remove your trash.

The renter is responsible for supplying trash bags. Cleaning supplies, ie: Broom, Mop, and dustpan will be supplied by the Town. Please leave everything as you found them. The tables are to be kept in the North foyer, on the main floor; the chairs are to be returned to the basement. The elevator is available for use in setting up and returning the chairs to the basement.

## **DECORATING**

**Do not** hang anything from the sprinkler system.  
**Pictures are NOT to be removed.**

## **INDEMNITY AGREEMENT**

Renter shall sign the attached Indemnity Agreement for the Town Hall.

## **PAYMENT**

A security deposit is required at the time the rental agreement is signed. The renter shall also sign the Indemnity Agreement. The balance of the rental fee is due 60 days prior to the event.

## **ACCESS TO THE TOWN HALL**

A key will be issued to the building the day before the rental (unless other arrangements have been made.) Key's will not be issued if payment was not made in full.

## **CANCELLATION**

If cancellation is made 45 days prior to the rental a refund will be issued for the rental less the security deposit. If the Town Hall is re-rented the deposit will be returned also. If the cancellation is made within the 45 days the rental fee and security deposit will be lost unless the Town Hall is re-rented for that date.

## **SECURITY DEPOSIT RETURN**

The rental deposit will be returned after the use of the Town Hall IF the rented area is left clean, without damage and no items are missing.

## **RENTAL TIMES**

Your rental time includes your set-up and clean-up time. If the rental use is after 3:00 p.m. for a half day morning rental or before 5:00 p.m. for a half day evening rental than the rental will be considered a full day rental and you will charged the additional rate.

## **STAGE AREA**

**Do not use the second floor stage area without the permission of the Selectmen.** If you have permission to use the stage area it is only in front of the curtains. **DO NOT GO BEHIND RED CURTAIN.** You may not use any of the material stored on the stage or the stage area as this material does not belong to the Town of Walpole. **DO NOT TOUCH THE THEATRICAL LIGHTS.** Violators of this will lose their security deposit.

**KITCHEN CLEANUP** – This area is inspected before and after each use!

The refrigerator shall be cleaned out and wiped down after use. The dishes and any other equipment that is used shall be cleaned and placed in the proper cupboards. All counters and sinks shall be cleaned. The stovetop and ovens shall be cleaned after each use. The burners for the stovetops are removable for cleaning. There are some dishcloths and towels provided. Please drape over the strainer(s) to dry.

The Deposit amount will not be returned if this is not carried out.

## **FLOOR RENTAL**

You are to use only the floor you have rented. The use of the other floor is prohibited unless you pay for the extra floor or you have rented the Town Hall under the Wedding Package.

**INDEMNITY AGREEMENT FOR TOWN HALL RENTAL**

**WALPOLE, NEW HAMSHIRE**

In consideration for the rental of the Walpole Town Hall to the undersigned Renter, the Renter agrees to and shall indemnify and hold harmless The Town of Walpole, its officers, employees, agencies and agents, regardless of any negligence of the Town or any thereof, from and against any and all loss, cost (including attorney's fees), damages, expense or liability in connection with claims for damages as a result of injury or death of any person or property damage to any property arising from or growing out of, in any manner any act or neglect on or about the Walpole Town Hall by Renter, or its partners, agents, employees, customers, invitees, guests, contractors and subcontractors.

\_\_\_\_\_

\_\_\_\_\_ Renter  
Date