USE POLICY
GREAT HALL AT WOLFEBORO TOWN HALL
WOLFEBORO, NEW HAMPSHIRE

SCHEDULING:

Scheduling for the use of the Great Hall at Wolfeboro Town Hall will be done at the Town Manager's Office Monday through Friday, 8:00 AM – 4:00 PM, holidays excluded.

CRITERIA FOR USE:

Given the shortage of public meeting spaces available in the community and the competition for meeting space by various community groups, the Great Hall is available for the use in the following order:

1. Meetings of Town Boards, Commissions, and Committees.
2. Other Governmental Bodies & Commissions.
3. Use by non-profit organization.

FEE SCHEDULE:

1. Meetings of Town Boards, Commissions, and Committees—No charge.
2. Meetings of other governmental bodies and commissions, subject to receipt of a $50 refundable deposit, if no extra cleaning or repairs required, will be refunded.
3. Use by non-profit organizations: $50 per use, plus insurance certificate.

Fees are payable by check, in advance, at the Town Manager's Office. Check should be made payable to the Town of Wolfeboro.

REQUIREMENTS & RESTICTIONS:

1. The facility is for the use by the Town and non-profit groups and is not to be utilized for religious or commercial use.
2. Certificate of Insurance is required naming the Town of Wolfeboro as an "additional insured" and providing evidence of no less than $1,000,000 per claim/$2,000,000 aggregate, in liability coverage.
3. Activities that have potential to cause damage to the Great Hall will not be permitted.
4. Uses with the potential to disturb Town Hall operations will not be permitted between 8:00 AM and 4:00 PM, Monday – Friday.
5. Alcoholic beverages – not permitted, except as per Wolfeboro Town Code Chapter 5. However, in no case shall alcoholic beverages be provided or consumed in the Great Hall during hours that the Town Offices are open to the public,
6. Smoking is prohibited.
7. No helium balloons are permitted in the Great Hall.
8. Total number of people not to exceed 300.

CLEAN UP PROCEDURES:

1. The premises, including tables and chairs, are required to be left in the order and condition in which they were found.
2. All trash and rubbish to be removed from the premises.
3. The bathrooms are to be left clean.
4. The kitchen is to be clean.
6. Shut off all lights.
7. Make sure the doors are locked upon leaving.

SIGN OUT PROCEDURE FOR THE KEY::

1. Use of the Great Hall between the hours of 8:00 AM and 3:00 PM: the key will be available at the Town Manager's Office and must be returned before 4:00 PM.
2. Use of the Great Hall after 3:00 PM and on weekends: the key will be available at the Police Department and returned the same day/evening at the end of the event.
3. Pursuant to the Key Policy, Boards and Commissions using the building for meetings outside of normal business hours shall sign the access key out prior to the meeting and return it to the Town Manager's Administrative Assistant within 1 business day of said meeting.

Approved and Enacted by the Board of Selectmen on June 17, 2015
Amended October 28, 2015

APPLICATION FOR USE OF:
THE GREAT HALL
At Wolfeboro Town Hall, Wolfeboro, New Hampshire

Please complete this form and return it with the $50.00 fee to:
Town Manager's Office, Wolfeboro Town Hall, P.O. Box 629, 84 South Main Street, Wolfeboro, NH 03894

Date:_____

Name of Organization:_____

Type of Organization:_____ ( ) Town Board/Committee ( ) Non-Profit

( ) Other Government Bodies and Commissions

Address (mailing):_____

Contact Name and Phone Number:_____

Email Address:_____

Date(s) of Requested Use:_____

Purpose/Event Description (or attach event invitation)"_____

_____

Times Needed – include set-up and clean-up:_____

Expected Attendance:_____ Open to Public:_____

Will kitchen be used?_____ Will catering be involved?_____ Name of caterer, if applicable:_____

A Certificate of Insurance, is required at the time of application, in the amount of $1,000,000 per claim/ $2,000,000 aggregate.

_____ herby agrees that this event will be held in accordance with the
(Organization Name)
Use Policy of the Great Hall at Wolfeboro Town Hall.

By:_____
Signature

_____
Printed Name

GREAT HALL USE REQUEST

Please check the items you will be using or needed for your event.

☐ **Name of Users** _____

☐ **Date of Event:** _____ **Day**_____

☐ **Start Time of Event:** _____**End Time**_____

Applicant must have someone to be trained for the correct operation of the rear door locks, tower stair door, location of light switches and use of the P/A System.

☐ **Sound System – (Single mike/portable P/A system)**

☐ **Projector System**

The Group must provide a trained board technician that has been approved by the Town.

☐ **Tables (8′ rectangle) - How many tables?** _____

We have 7 tables available. (Group must supply tablecloths)

Please use other side of sheet to show the table & chair setup.

☐ **Chairs**

Please use other side of sheet to show chair setup.

☐ **How many chairs?** _____

Kitchen

☐ **Convection Oven**

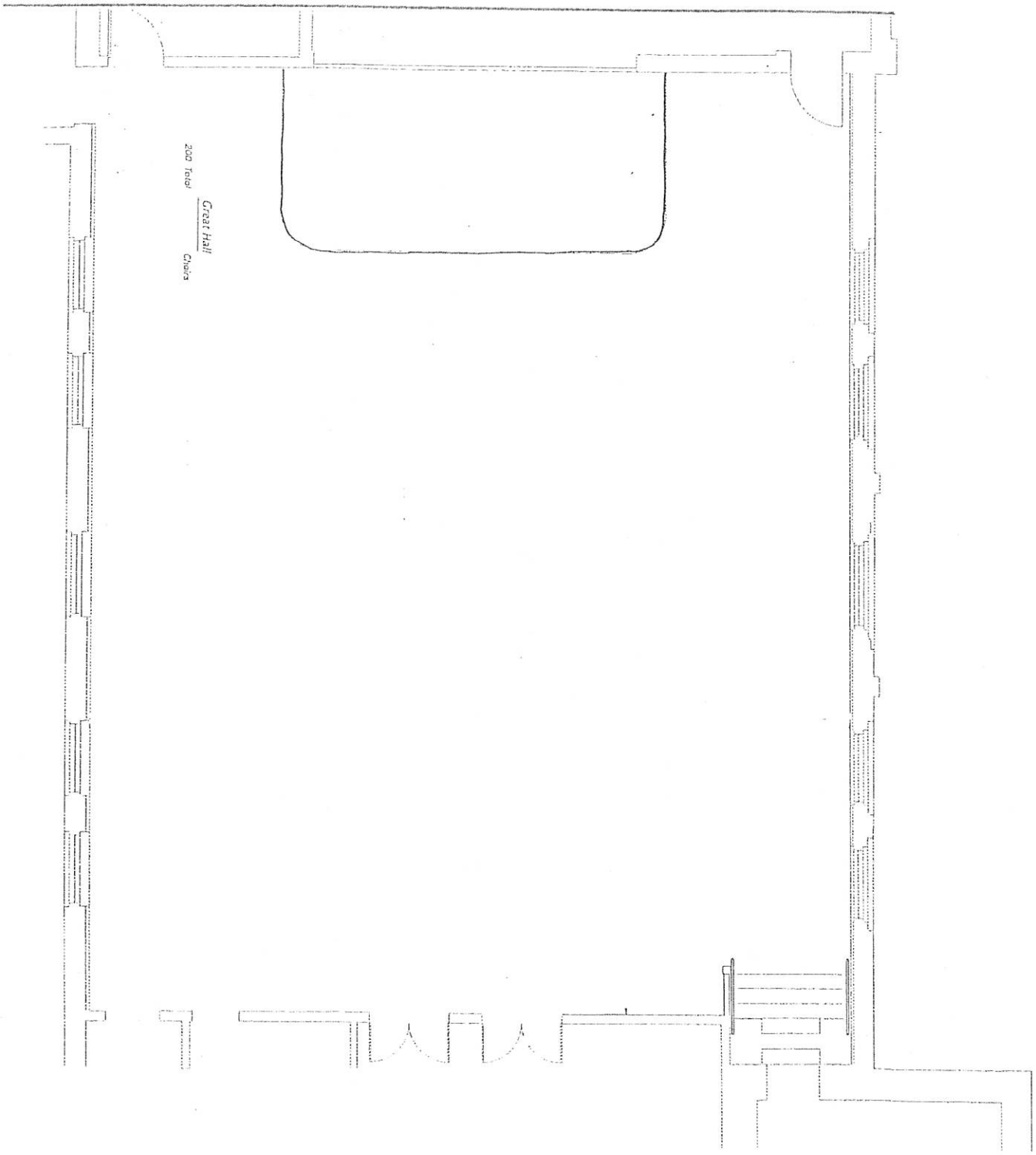
☐ **Warming Cabinet**

☐ **Refrigerator**

☐ **Freezer**

☐ **Ice Cart**

☐ **Microwave**


Great Hall
200 Total
Chairs