

**Town of Sandown**  
**PO Box 1756 \* 320 Main Street**  
**Sandown, NH 03873**  
**Telephone (603) 887-3646 \* Fax (603) 887-5136**

## **Town Hall Use Policies and Procedures**

The Town Hall facilities are for use by Town Committees, residents and local community organizations. Special conditions apply for use by non-profit organizations and fundraisers. Please see below and contact the Selectmen's Office for additional details. To schedule use of the Town Hall please contact Paula Gulla at the Selectmen's Office during regular business hours. By phone: (603) 887-3646 By email: [pgulla@sandown.us](mailto:pgulla@sandown.us) .

### **Town Hall Rental**

*Although the Town Hall is a shared facility, Town business must take priority; therefore, the Town reserves the right to cancel or reschedule any event with no notice due to urgent and/or emergency Town business.*

**Sandown residents** may rent the Town Hall for private functions. Deposit and rental rates apply. Profit-making events for private enterprises are prohibited.

**Local community organizations** may rent the Town Hall. A minimum of 65% of the participants must be Sandown residents. Organizations may be required to provide a list of Sandown residents at any time. Should participation drop below 65%, privileges to use the hall may be reviewed and possibly suspended and/or discontinued. Deposit and rental rates apply unless either a waiver has been granted in writing by the Board of Selectmen or a certificate of insurance has been provided showing the Town of Sandown as an additional insured by endorsement.

**Non-Profit organizations** upon proof of IRS determination of 501C3, 501C4 or 527 status, may submit in writing a request to the Board of Selectmen to use the hall for a non-profit event. A request to use the hall on an on-going basis must be approved by the Board of Selectmen and further stipulations may apply. A minimum of 65% of the participants must be Sandown residents. Organizations may be required to provide a list of Sandown residents at any time. Should participation drop below 65%, privileges to use the hall may be reviewed and possibly suspended and/or discontinued. Deposit and rental rates apply.

**For-Profit organizations** may be considered on an individual basis to use the Town Hall for a non-profit event. Examples include dance recitals, graduations, recognition ceremonies etc. Organizations may submit in writing a request to the Board of Selectmen to use the hall for a non-profit event. A request to use the hall on an on-going basis must be approved by the Board of Selectmen and further stipulations may apply. A minimum of 65% of the participants must be Sandown residents. Organizations may be required to provide a list of Sandown residents at any time. Should participation drop below 65%, privileges to use the hall may be reviewed and suspended and/or discontinued. Deposit and rental rates apply.

**Fundraiser requests** will be considered on an individual basis. Written requests to the Board of Selectmen should be submitted including the following details: reason for the fundraiser, fees charged to attendees, list of costs, percentage of profits to be distributed along with details of the event itself. Please allow at least two weeks to complete this process.

*The Sandown Board of Selectmen reserves the right to waive any deposit and rental fee for Town Hall rental.*

## **Fees**

### **Deposit**

**A \$250.00 refundable deposit check is required.** A separate check payable to the Town of Sandown will be held until the event is over and the hall is assessed by the Town Custodian and found to be in acceptable condition. The deposit will then be returned to the renter provided all rules and regulations were followed and no damage is noted.

### **Rental Fee**

*Event time must include your set up and clean up time so please consider this when determining how much time you will need. Please see permit form for additional breakdown of rental fees.*

Upper Hall: \$ 25.00 per hour: \$50 minimum charge/ \$150.00 maximum charge  
Event minimum (2-hour minimum/8-hour maximum)

Lower Hall: \$ 15.00 per hour: \$30 minimum charge/ \$90 maximum charge  
Event minimum (2-hour minimum/8-hour maximum)

Kitchen: \$ 30.00 flat rate  
Event minimum (2-hours minimum/8-hour maximum)  
Stove available upon request for no additional charge

Police Detail (if applicable): \$54.00 per hour per Officer (4-hour minimum- no cruiser)  
Effective April 1, 2018

**Payments must be made a minimum of two weeks in advance of the event. All rentals will be scheduled based on availability and no date will be reserved until all appropriate fees are paid. Please make all checks payable to the Town of Sandown.**

*Although the Town Hall is a shared facility, Town business must take priority; therefore, the Town reserves the right to cancel or reschedule any event with no notice due to urgent and/or emergency Town business.*

## **Access to the Town Hall**

Generally, the town custodian will provide the renter access to the Town Hall at the start time of your event unless other arrangements have been determined.

The renter is responsible for turning off the lights, closing windows, turning off air conditioning units and locking and securing the building when the event is over.

***If you cannot obtain access to the Town Hall or become locked out, please contact the non-emergency Police Department number (603) 887-3887 and ask the officer on duty to open the doors for you. Please have your rental paperwork and your driver's license to verify your identity.***

## **Occupancy Limits – Town Hall**

Upper Hall:                   200 persons (meeting style – chairs only)  
                                      125 persons (banquet style- tables and chairs)

Lower Hall:                   65 persons (meeting style- chairs only)  
                                      30 persons (banquet style- tables and chairs)

There are approximately 10 tables and 85 chairs for general use. Most tables are 8-foot rectangular banquet tables. Standard 96”X 108” tablecloths will fit the 8-foot tables. Removal of any equipment from the Town Hall is prohibited without prior approval by the Board of Selectmen.

## **Room Sizes**

Sizes are approximate

Upper Hall: 44’ X 38’  
Stage Area: 18’ X 38’

Lower Hall: 21’ X 38’

## **Alcoholic Beverages**

Alcoholic beverages (BYOB) are allowed in the Town Hall subject to the approval of the Board of Selectmen and under the following conditions. A Police Detail ***must*** be arranged by completing a Police Detail Request Form at least two weeks prior to the event. The fee for one Police Officer is \$54.00 per hour, with a four-hour minimum. A separate check may be made payable to the Town of Sandown. The Police Detail can be cancelled with a minimum of four hours notice by contacting the non-emergency Police Dispatch at (603) 887-3887. If alcohol is to be present, the renter ***must*** provide a certificate of liability insurance. Please see ***LIABILITY INSURANCE*** section for further details.

## Police Detail

In accordance with Town Ordinance dated October 6, 1968 (revised 8/21/06) a Police Detail is required if alcoholic beverages are to be present at the Town Hall event.

In addition, a Police Detail may be required in accordance with RSA 105:9 if the event may potentially:

- Involve a traffic-related problem or
- Lead to a public disturbance or public nuisance or
- Endanger the public health, safety or welfare

The Police Chief will assess and determine if a Police Detail is required. Applicant may be requested to complete a Police Detail Request Form at time of application. If a Police Detail is required, all applicable fees must be paid by renter two weeks prior to the event.

## Restrooms

Handicap accessible restrooms are located on both the lower and upper level. The Board of Selectmen reserves the right to request additional portable toilets, at the renter's expense, for events with many participants. Restrooms must be cleaned after each event. Please see CLEANING section for further details.

## Trash

Trash bags will be provided by the side of each trash receptacle. All trash removal is the responsibility of the renter and all trash must be removed from the property at the end of the event and put in the appropriate dumpster. The dumpster is located on Hampstead Road in the Food Pantry parking lot. A key to the dumpster is available to the renter to dispose of trash.

## Cleaning

All renters are required to leave the facility in 'broom clean' condition. Tables must be washed. Restrooms must be cleared of all debris on floor and in sink. Please flush toilets. Kitchen sink and counters must be cleaned. Floors must be swept and dirt picked up. Please do not sweep dirt into the heating vents on the floor. Cleaning supplies and brooms for the lower hall can be found in the kitchen and cleaning supplies and brooms for the upper hall can be found in the upstairs foyer. Material Safety Data Sheets (MSDS) are in the downstairs hallway.

## Tables and Chairs

Tables and folding chairs located within the facility are for your use. There are approximately 10 tables and 85 chairs for general use. Most tables are 8-foot rectangular banquet tables. Standard 96"X 108" tablecloths will fit the 8-foot tables. Removal of any equipment from the Town Hall is prohibited without prior approval by the Board of Selectmen. The set up and break down of all tables and chairs is the responsibility of the renter. Please be sure you have adequate help. All moving of furniture must be done with care to avoid scratching the floors. **Please do not drag tables and/or chairs as damage can result to the floors.** Scratches, gouges, or any marks on the floors for any reason will be considered damage and may be cause to retain your deposit.

Please return all tables and chairs to their carts unless instructed otherwise. Tables and chairs must not block regular and emergency exits. Please do not sit or stand on tables.

**On each side of the stage are storage rooms which contain tables, chairs and various other pieces of equipment. These items are not for public use, must not be used and must not be removed from the storage area without the permission of the Board of Selectmen.**

## **Audio/Visual Equipment (Projector and Screen)**

Audio/visual equipment (projector and screen) may be available for public use. Requests will be taken on a case-by-case basis and additional rental fees may apply. Please discuss details for your event with Paula Gulla at the Selectmen's Office. By phone: (603) 887-3646 By email: pgulla@sandown.us .

## **Kitchen**

Kitchen facilities are available for an additional charge. All appliances are available for the renter's use. The refrigerator is shared with staff members, so whatever space remains is for renter's use. Prior to use of the stove or grill, the renter must be properly trained on the lighting and use of the appliances. The renter must acknowledge, in writing, their acceptance of operating procedures and responsibilities. If your event is catered, your caterer must supply proof of business license.

All perishables must be removed following the event. Non-perishables and supplies may be left for the use of another renter or will be donated to the Sandown Food Pantry at the Town's discretion.

## **Tap Water**

Please use the spring water supplied in the kitchen for drinking and cooking purposes. The tap water is potable; however, it has a high iron content and may not be preferable for drinking and cooking.

## **Damages**

The renter is responsible for all damage.

In the event of damage, no matter how minor, the Town reserves the right to obtain a quote for the repair of the damages and to retain the renter's deposit. Should the damage exceed the deposit amount, the renter may be billed for the additional cost. Failure to pay any additional costs may result in revocation of future privileges to rent the Town Hall and/or legal redress.

## Heat/Air Conditioning

During the winter months the heat is governed by a programmable thermostat. Please do not alter the heat. In the event of a problem with the heat, please contact the Police Department at 887-3887.

Air conditioning is available in the upper hall only. Two units are available for use and must be turned off after your event.

## Wireless Internet

The Town of Sandown offers wireless internet connection for the public to use. The Wi-Fi Network name is TownHallPublic2 or TownHallPublic5 and the password is THpublic2017\*.

## Liability Insurance

### Certificate of Liability Insurance

The Town of Sandown reserves the right to require liability insurance for any event held in the Town Hall. A certificate of liability insurance, when required, must be obtained in the amount of \$1,000,000.00 for each occurrence, with the Town of Sandown named as an additional insured and ***must not exclude*** liquor liability. For events at which alcohol is ***present*** a Waiver of Liability must also be provided. The certificate of liability insurance can be obtained from your own insurance company or you can contact EBI (Entertainment Brokers International) and obtain the liability insurance through their TULIP (Tenant Users Liability Insurance Policy) program.

You can access and receive a quote from EBI directly using the following link:

<https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>

The Town of Sandown Venue ID is: OB54 456

## Storage

No storage of materials of any kind is permitted in the Sandown Town Hall without written permission and prior approval of the Board of Selectmen.

## Parking

There are three spaces designated for handicapped parking. Two are located on the lower level parking lot and one is located at the upper level door facing Hampstead Road. Please do not park, if possible, in the 4-5 parking spaces adjacent to the Fire Station closest to Main Street. These spaces are to be left for Fire and Rescue Squad emergency personnel. Please do not block the access road between Hampstead Road and Main Street and please do not park directly in front of the lower level door facing Main Street. This doorway must remain clear for access by emergency personnel.

## **Injury and Medical Emergencies**

First Aid Kits are available in the kitchen and in the upstairs lobby. In the event of a medical emergency, please dial 911. The pay phone located in the entryway of the lower hall can be used to dial 911 in the event of an emergency.

## **AED (Automatic External Defibrillator)**

The Town Hall is equipped with an AED (Automatic External Defibrillator) located in the hallway adjacent to the lower hall.

***SHOULD YOU USE ANY SUPPLIES FROM THE FIRST AID KIT AND/OR NEED TO USE THE AED, PLEASE INFORM THE SELECTMEN'S OFFICE AT 887-3646.***

## **Evacuation Plan**

- If the fire alarm sounds, **exit the building** even if you don't smell smoke or you don't think there is an emergency.
- **Call 9-1-1 after you have exited the building.**
- **Meeting place** for attendees of Town Hall functions/meetings is **St. Matthew's Church parking lot.**
- **No one** is to return to the building until word is received from the **incident commander (Police and/or Fire personnel).**

## **Additional Rules and Regulations**

- The Sandown Town Hall is a smoke free facility in accordance with RSA 155:64-77. Smoking is not allowed in the building, on the porch or on the fire escape stairway.
- No nails, tacks, staples, duct tape or glue may be used to hang decorations. Removable wall mounting tabs are suggested for decorating purposes.
- Balloon and streamers are welcome. Balloons must be secured to ensure they do not float to the ceiling and become difficult to retrieve and/or become tangled in the ceiling fans.
- No candles or open flames are allowed at any time.
- Music may be played only at levels that do not disturb the neighbors.
- The renter is completely responsible for the behavior of and damage caused by anyone attending the event.
- Children must be supervised always. No running in the building.
- Stage area – no admittance behind the stage area and no use of the back-stage stairs

- Emergency exit and fire escape in upper hall is to be used to emergency egress only. Renter must take note of all emergency exits, fire extinguishers and review evacuation plans. Evacuation plans are posted in both the upper and lower halls and fire extinguishers are clearly marked throughout the building.
- All windows must be shut and locked when leaving. Blinds should be lowered. No sitting on window sills.
- The Town of Sandown reserves the right to monitor the use of the Town Hall during any event under circumstances, which may appear to be unusual, rowdy or excessively noisy, at the cost of the renter.
- Requests to use any additional sound equipment, lighting equipment or technical equipment of any kind must be approved by the appropriate inspector and/or the Board of Selectmen.

***Failure to obey these Policies and Procedures may result in revocation of privileges to use the Town Hall for future events and/or legal redress.***

***I have read the Town Hall Use Policies and Procedures and agree to abide by them.***

**Date \_\_\_\_\_ Renter's Signature \_\_\_\_\_**

**Adopted March 30, 2009 by the Sandown Board of Selectmen**

**Revised 4/30/18 and approved by the Sandown Board of Selectmen**