

Town of Tamworth, NH Policy For the Use of the Townhouse

1. The Town of Tamworth requires a Certificate of Insurance in the amount of \$500,000.00 naming the Town of Tamworth as an additional insured for all public and private use of the Townhouse. Please include a copy of your Certificate of Insurance with your Application Form, or ask the insurance company to fax the Certificate of Insurance to the Tamworth Selectmen's Office.

Non-profit organizations holding a meeting only shall be exempt from this requirement.

2. The rental fee for non-profit organizations is \$15.00. This will be a monthly fee if the non-profit organizations use the Town House on a monthly basis. A request for a fee waiver may be granted. Please state a fee waiver request in writing to the Board of Selectmen.
3. The rental fee for Private Parties is \$60 with use of the kitchen and \$50 without use of the kitchen.
4. Rental for commercial use is \$70 with use of the kitchen and \$60 without use of the kitchen.
5. A \$50.00 refundable cleaning and security deposit is required. The deposit will be refunded upon satisfactory inspection of the building. Please note it takes at least two (2) weeks to process the refund check.
6. Refunds for canceled reservations must be requested in writing to the Friends of the Townhouse. There shall be no rental refunds for events that are canceled less than thirty (30) days prior to the scheduled event.
7. No decorations of any kind are to be taped, stapled, glued, nailed or tacked to the walls, ceiling, floor, windows, window treatments, wood trim, etc. Limit the use of decorations to the tables. No person shall install any device that requires penetration of a wall, ceiling, or floor.
8. All tables and chairs are to be used indoors only and put back where they were found after use. Tables and chairs are not available for rental outside the Town House, unless written permission is received by the Town Selectmen or their designee.
9. All equipment and supplies used by the renters must be removed from the building. Do not store any personal supplies in the building. Do not leave anything in the refrigerator.
10. Access to the janitorial closet, which is stocked with the following items: mops, brooms, cleaning materials, is available.
11. Please sweep floors after use. Clean up any spills immediately.

12. Please wipe down all tables, chairs, counters, sinks and stove.
13. Windows and doors must be closed and locked.
14. Trash cans with plastic liners are provided. It is the responsibility of the renter to remove all trash from the building, and replace the used bag with a clean, new bag. In addition, all trash is to be emptied from the restroom trash containers.
15. Please turn down the thermostat to 60 degrees when leaving the building
16. Vehicles should be parked in legal parking spaces only. Please observe handicap spaces and fire lanes.
17. Children must be supervised by adults at all times.
18. The Selectmen reserve the right to decline application for the use of the facility and/or cancel the use of the facility and to prohibit the use of the Town House for purposes which are deemed to be in violation of local decency standards or otherwise not in the best interest of the Town.
19. **SMOKING IS PROHIBITED** in all areas of the facility, including the function room, basement, hallway, kitchen, stairway and bathroom facilities. Smoking must be 50 feet away from any entrance to the building.
20. **NO ALCOHOL** is permitted on the premises.
21. Renters shall be held responsible for any and all damages to Town House property which occurs during the rental period. Notwithstanding any criminal or civil action that may be imposed.
22. The Town also reserves the right to utilize all or part of the cleaning and security deposit to pay for damages and/or cleaning expenses.
23. Non-profit organizations may be eligible to receive a waiver of any provision of this policy, upon written request and approval by the Selectmen or designee.
24. Non-profit organizations which have received a waiver of fees shall be welcome to make donations to the Town in order to offset the operating expenses associated with the use of the buildings.
25. Persons who fail to comply with the provisions of this policy shall be subject to a fine of not less than \$50.00.
26. All facilities and events must close by 11:00 pm. Any broadcasted music/ noise should end by 10:00 PM.

27. All applicants are encouraged to submit an application at least thirty (30) days prior to a scheduled event. Applications to be sent to:

Tamworth Town Office
Friends of the Town House
84 Main Street
Tamworth, NH 03886
603-323-8085

28. Grills and portable barbeques are prohibited.

29. It shall be the responsibility of the renters to maintain sanitary conditions in the facility restrooms at all times during functions and events. Equipment malfunctions should be reported to the Friends of the Town House immediately. Numbers provided at the site. Portable toilets are prohibited,

30. All decisions made are subject to appeal by written submission to the Board of Selectmen.

Effective date: August 30, 2018

Adopted date: August 30, 2018

Amended date: May 30, 2019

Board of Selectmen

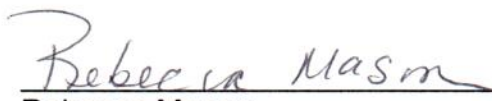
Daniel J. Poirier



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