



# Town of Chichester

## Office of the Selectmen

54 Main Street  
Chichester, New Hampshire 03258  
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### Selectmen

Stephen MacCleery, Chairman  
Jeffrey Jordan  
Richard DeBold

### Administration

Nancy Tanner, Administrator  
Jamie Pike, Administrative Asst.

## Grange Hall Use Policy

**Whereas**, the Grange Hall is a very old building with historical value, and;

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

**Therefore**, the following policy shall be in place for the use of the Grange Hall for non-governmental users:

### 1. Authorized Users

- The Board of Selectmen or their designee shall approve the use and users of the hall
- Only Chichester residents and property owners are authorized to rent the hall
- No events for profit shall be allowed

### 2. Rental Fee

- A rental fee of \$150.00 shall be charged for the use of the hall.
  - (\$100 – cost of custodian/\$50 – cost of utilities)

### 3. Security Deposit

- A security deposit in the amount of \$100.00 shall be required to insure no damage is caused to the building or grounds. Upon final inspection by the Custodian, the security deposit shall be returned to the renter.

### 4. Cancellations

- Reservations cancelled within 24 hours of the event - \$30.00 shall be retained by the Town.
- No show or reservations cancelled with less than a notice of 24 hours – forfeiture of all fees
- Under any circumstance of cancellation the security deposit shall be returned to the renter.

### 5. Application

- An application form shall be prescribed for the use of the hall and shall include the following information:
  - Name of Renter
  - Contact person, address, phone number
  - Date and time requested
  - Acknowledgement of release and indemnification notice

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Optional Trash Disposal Requested: YES NO (Circle One)

**6. Custodian**

- a. A custodian shall be contracted by the Town and must be retained at the renter's expense, prior to the rental of the hall.
- b. The custodial fee shall be \$100.00 (included in rental fee) and shall include the following services:
  - i. Opening for the event.
  - ii. One-time check-in during the event.
  - iii. Closing for the event.
  - iv. Cleaning of the hall, lobby and restroom.
  - v. Seasonal snow removal of the ramp and front doors.
  - vi. Bagged trash disposal. *(An additional fee of \$10.00 shall apply if service requested.)*

**7. Rules for Use of Hall**

- a. **NO** event shall be held past 9:00PM.
- b. **NO** user shall leave the building unattended at any time.
- c. **NO** alcoholic beverages are permitted in the building or on the Town property.
- d. **NO** smoking is allowed within the building. (Cigarette debris shall be removed from the property.)
- e. **NO** items are to be affixed to the walls or ceilings. Decorations are allowed on the tables and chairs only.
- f. **NO** confetti or other similar items shall be strewn about.
- g. **NO** use of the stage shall be allowed. The curtain shall be left as is, no touching, please!
- h. **NO** candles or open flames shall be allowed. (The use of sterno under serving dishes is excluded.)
- i. **NO** access shall be allowed to the stairs leading to the stage or the upper floor.
- j. **NO** trash shall be left on the premises. Trash is carry in, carry out. You must bring your own trash bags.
- k. **Should any infraction of the above stated rules be found, the renter and all invitees will be asked to leave the premises immediately without refund.**

Adopted by the Board of Selectmen, this 18<sup>th</sup> day of August, 2009.

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Stephen MacCleery, Sr., Chairman

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Jeffrey Jordan

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Richard DeBold

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# Town of Chichester

## Application for Use of the Grange Hall

Name of Applicant: \_\_\_\_\_

Applicant's Official: (If different than applicant) \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City/Town State Zip Code

Date Hall Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
(circle one) (circle one)

### Release/Indemnification

1. In consideration for being permitted to use the facilities of the Town of Chichester, \_\_\_\_\_ [insert name of person/entity seeking permission to use facilities] (*hereinafter "Applicant"*) agrees to indemnify and hold harmless, the Town of Chichester, its officers, employees, insurers, and New Hampshire Local Government Center 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 facilities, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town of Chichester, 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 facilities or tan any property or equipment therein, the Town of Chichester may deduct from the damage deposit the full amount of such damage, loss or 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 Chichester for all costs associated therewith upon billing by the Town of Chichester.
3. In addition, in consideration for being permitted to use the facilities, Applicant, on behalf of itself, and its officers, employees, members, and invitees, hereby expressly exempts and releases the Town of Chichester, 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 Chichester, its officers, or its employees, or from any other cause whatsoever.

Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Optional Trash Disposal Requested: YES NO (Circle One)