

# Town of Winchester

## Town Hall Rental Application

Room Requested:

Maurer Auditorium  Winchester Room  Mystic Valley Room  Waterfield Room

Date(s) Requested:

\_\_\_\_\_

Time(s) Requested: (include set-up and break-down time)

\_\_\_\_\_

### Responsible Party

Organization:

\_\_\_\_\_

Contact person:

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone:

\_\_\_\_\_

Email:

\_\_\_\_\_

Type of Event:

\_\_\_\_\_

Catering?

\_\_\_\_\_

Bar service?

\_\_\_\_\_

Other services

(lighting, DJ, band, etc)

\_\_\_\_\_

Organization requesting the rental is a:

\_\_\_\_\_ Municipal Department/Organization \_\_\_\_\_ Private Party

\_\_\_\_\_ Non-Profit

Room setup:

\_\_\_\_\_

Theater style, perimeter seating, banquet

*The Town has limited chairs and very limited banquet type tables that are included in the rental fee. The Town custodians will set up only town owned furnishings. Any outside tables or chairs are your responsibility.*

# Town of Winchester

## Fees, Terms, Conditions and Release Agreement

### Fees:

Room	Room Rental*	Additional Hour	Custodial Fee	Security Deposit
Municipal	\$0	\$0	\$50/hour	\$0
Non Profit	\$500	\$50 each hour	\$50/hour	\$250
Private Party	\$750	\$100 each hour	\$50/hour	\$500

\*rentals are for 6 hours and include limited number of chairs and tables

- There is a \$20/hour energy surcharge for heating and \$35/hour for air conditioning.
- Article XIV of the Custodian's Union Contract state that "each time he is called out to report for duty he shall receive a minimum of two (2) hours pay". Custodial fees start when the custodian opens the door to set up for your event. Custodians are required to clean the room at the end of every rental. There may be additional time needed to clean.

### Terms and Conditions:

initial	
	The rental fee, a two hour custodial charge and security deposit must be submitted with your application to secure your reservation.
	<b>Reservations MUST BE CANCELED 7 days in advance to receive a refund.</b>
	There are no kitchen facilities. One standard size refrigerator is available for use in the service bar area.
	If alcohol is served, a One Day Special License must be obtained 2 weeks prior to the event. Please contact the Select Board office at least a month before the event.
	NO alcohol can be stored in any town owned building.
	If food is being served, a catering license may be needed. Please check with the Health Department.
	No decorative candles or open flames allowed anywhere in Town Hall. No decorations are allowed to be hung Propane grills are not allowed on town property.
	Applicant must check with the Police and Fire Departments to see if a detail officer is needed at the applicant's expense.
	Rental items, such as tables and chairs, will not be set-up by the Town's custodial staff. At the end of event, you must have all rental equipment broken down and moved aside to allow the custodian access to clean the entire facility.
	Maurer Auditorium is partially carpeted. Please be advised that applicants will be charged an additional fee if carpet shampooing is needed after the event.

### Release Agreement:

As a visitor, guest, steward, renter or observer at any Town of Winchester owned property, I understand that my use of or presence on any Town of Winchester property may involve certain risks of personal injury or damage to any of my property. I hereby release, discharge, indemnify the Town of Winchester from any and all claims and lawsuits for personal injury, death or property damage resulting to myself or anyone else; I do so under seal on behalf of myself, my heirs, executors and survivors.

***I have read the terms and conditions outlined above and agree to the rules as set forth***

Applicant signature

Printed Name

Date