

**TOWN HALL RENTAL POLICY  
WESTMORELAND, NH**

**The current Westmoreland Town Hall was built in 1917 and is a source of great pride for our townspeople. It is very important that we all take proper care of this historical building. Use/Rental of the Town Hall is allowed based on the following:**

**General Rules & Regulations:**

1. There are 3 areas for use: Kitchen, Dining Room and Upstairs. All or any combinations are available.
2. Rental is restricted to the interior of the Town Hall, not to include any exterior area or the grounds.
3. Bathrooms are located downstairs and are handicapped accessible.
4. The town owns 14- 8' tables and approximately 50 folding chairs.
5. It is possible that the facility will be rented to more than one party. Every effort is made to assure that functions be compatible.
6. If the hall is unused on the night prior to your event it is possible to come in at that time to set up/decorate.
7. Heat is not available upstairs.
8. You must be at least 21 years of age to rent the hall.
9. If you are planning on having any type of dance with school age children or anyone under the age of 18 years of age attending you must provide a chaperone list with at least four (4) adults over 21 years of age.
10. Anyone renting the Town Hall will be required to sign an Indemnity Wavier that states the Town is not responsible for any accidents or injuries.
11. Smoking is prohibited in the Town Hall. Should there be smoking outside, please provide proper disposal means for cigarette butts.
12. The deposit and payment must be paid prior to the day of the event.
13. A key to the Town Hall will be given to the renter on the day prior to the event unless other arrangements have been made.
14. If you change your plans, please let the office know as soon as possible.
15. The Board of Selectmen has the right to refuse rental.

**Maximum Capacity: – *Per State of New Hampshire Department of Safety***

Upstairs:	with tables & chairs	109
	with chairs	234
Downstairs:	with tables & chairs	52
	with chairs	113

**Insurance:**

1. A Certificate of Insurance with a minimum of \$1,000,000 comprehensive general liability must be submitted by any person or group renting the Town Hall for its private use naming the Town of Westmoreland as an additional insured.
2. If alcohol will be on the premises, the certificate of insurance must include a rider to specifically cover that activity.

**Alcohol:**

1. No alcohol is allowed to be consumed outside the Town Hall.
2. The sale of alcohol is prohibited without a license from the New Hampshire State Liquor Commission. (603 271-3755)
3. If alcoholic beverages are on the premises, no minors will be served.
4. See 'Insurance' section 2. Above.

**Responsibilities:**

1. To avoid damaging floors, do not drag furniture.
2. If putting up decorations, do not put tack, tape or nail on the painted walls. You can hang decorations from the woodwork and posts.
3. Take any containers, platters, etc. that you bring. We cannot be responsible for items left in the kitchen.
4. Rubbish should be put in garbage bags supplied and will be picked up by the custodian. Do not use the Waste Management dumpster between Westmoreland Town Hall and Westmoreland Village Store. This dumpster belongs to the Westmoreland Village Store. If the dumpster is used, your deposit will not be returned.
5. It is suggested that you bring your own dishtowels. If Town Hall towels are used, wash and return them as soon as possible.
6. Waste is separated into 3 containers (paper, recyclables and compost).
7. Fold and replace tables and chairs.
8. Take down all decorations.
9. Close and lock all windows.
10. Turn all lights off upon leaving.
11. Put the key in the front door slot after locking the building.

**Kitchen:**

1. Wash & place dishes, utensils and pans in proper cupboards.
2. Clean sinks and counter tops thoroughly.
3. Wipe stove, ovens and microwave.
4. Coffee maker and pots must be thoroughly washed and unplugged.
5. Empty and wipe out inside of refrigerator.
6. Sugar bowls must be left covered to discourage insects.

**Fire Safety:**

1. All furnishings brought in the Town Hall shall meet the minimum standards for flame spread and smoke contribution.
2. Exposed foamed plastic materials and unprotected materials containing foamed plastic used for decorative purposes or stage scenery shall have a heat release rate of 100 kW in accordance with UL 1975 testing.
3. ALL decorations (crepe paper, streamers, etc.) or furnishings brought in the Town Hall MUST comply with all fire safety regulations as adopted by the Town and published in NFPA 101.
4. If in doubt whether to use an item or not, contact the Fire Chief.

**Rental Fees:** Rental fees must be paid prior to the day of the rental.

Resident: Weddings - \$100 per day, Other - \$25 per day

Non-Resident: Weddings - \$200 per day, Other - \$150 per day

**Security Deposit:**

A deposit in the same amount as the Rental Fee is to be paid along with the rental fee. (Please pay with a separate check for the deposit). The deposit is refundable upon inspection of the building provided all rules and regulations were followed and the key is returned.

**Non-Profit Organizations:**

1. Westmoreland Non-Profit groups may be exempt from rental fees upon approval from the Board of Selectmen.
2. Certificates of Insurance are required per 'Insurance' section above.

Any and all conditions can be amended or rescinded by the Board of Selectmen at their discretion.

Individuals or individuals representing organizations are asked to sign a rental agreement to signify their understanding of these regulations. Non-compliance may jeopardize future rentals.

Adopted: June 2, 2011

Amended: December 1, 2016

Amended: April 5, 2018

Westmoreland Board of Selectmen



INDEMNITY AGREEMENT FOR TOWN HALL RENTALS  
WESTMORELAND, NEW HAMPSHIRE

The Renter agrees to provide insurance coverage for its use of the Town of Westmoreland Town Hall and shall post with the Town of Westmoreland a certificate of insurance naming the Town of Westmoreland as an additional insured evidencing comprehensive general liability insurance coverage in a minimum amount of \$1,000,000 per occurrence. Further, the Renter agrees to indemnify and hold the Town of Westmoreland harmless from any claim arising directly or indirectly from the use of the Town Hall by the Renter, whether said claim is made by members of the Renter, invitees and guests of the Renter, contractors, and/or employees of the Renter. The obligation of indemnity and hold harmless shall include attorney's fees and Court costs incurred by the Town of Westmoreland in either defending the action or in enforcing the indemnity provisions of this Agreement. "Claim" shall be construed in its broadest sense to include any demand on the Town of Westmoreland for monetary compensation for personal injury or property damage arising directly or indirectly out of the use of the Town of Westmoreland Town Hall by the Renter.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name