

**TOWN OF TEMPLE
Temple, NH**

**Town Hall
Fees, Rules, Regulations & Reservation Form**

The Board of Selectmen may adjust or waive any fees upon application on the basis of each activity, event or multiple day events.

Town Boards & Committees (including Quasi-Municipal) No Charge
(In winter please use annex meeting rooms unless booked)

Town Hall Building – Events

Temple Residents & Businesses: \$275.00
Funeral Reception & 50th Wedding Anniversaries No Charge

Includes exclusive use of kitchen, Annex and tables
(call for available sizes)
Depending upon availability of rooms, set up may occur previous to events with approval from the Administrative Assistant.

Non-Residents & Businesses: \$450.00

Includes exclusive use of kitchen, Annex and tables
(call for available sizes)
Depending upon availability of rooms, set up may occur previous to events with approval from the Administrative Assistant.

Town Hall Annex Meeting rooms

Half Day or Evening

All Day

Town of Temple Residents & Businesses:

Conferences, meetings or private functions etc.

\$50.00/room

\$90.00/room

Non-Residents & Businesses

Conferences, meetings or private functions, etc.

\$75.00/room

\$125.00/room

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1. The Board of Selectmen may adjust and waive any fees upon application on the basis of each activity, event or multiple day events.
2. Any event held in the Town Hall shall be terminated by no later than midnight on every night with the exception of Friday or Saturday. Events occurring on either of these two nights may continue until 1:00 a.m. the following morning.
3. Damage to the Town Hall, Town Hall Annex or Town property is the financial responsibility of the user. Resulting charges will be determined by the Board of Selectmen and will be payable to the Town of Temple.
4. Damage to property other than Town property is also the financial responsibility of the user and will be payable to the owner thereof.
5. The Hall and/or Annex will be left in broom clean condition, with all tables and chairs returned to their original locations. Failure to comply will result in the Town retaining the damage/cleaning deposits (see # 6). **Set up and break down fees are not included in rental fees.** If assistance is needed, please contact the Administrative Assistant for names of janitorial help. Negotiation of the terms for services and direct payment to the person(s) hired will be the renter's responsibility.
6. A damage/cleaning deposit of \$150.00 for the building (Main Hall and Annex), and \$25.00 per Annex room will be paid at the time of application. Any existing damages observed by the renter prior to use must be pointed out and annotated on the reservation form, or remedies will be deemed the responsibility of the renter. Following the use of the premises and the completion of a satisfactory inspection, all deposits will be returned.
7. All groups are welcome to use the kitchen facilities. **All items brought in, including food products, must be removed.** Failure to comply with policies may cause the forfeiture of the damage/cleaning deposit and/or loss of privileges to use the building.
8. Police Supervision may be required by the Board of Selectmen and shall be arranged for through the Temple/Greenville Police Chief (878-3474). The cost for this service shall be borne by the user. Officers shall be required 1/2 hour before and after use of the hall and/or annex at the special detail rate in effect at the time of use.
9. The use of alcoholic beverages shall be covered in the following manner:

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- Police supervision is required for all functions involving alcoholic consumption (see 8).
 - If alcoholic beverages are to be consumed (BYOB, etc.) a certificate of liability insurance in the amount of one million dollars shall be furnished to the Board of Selectmen prior to the date of use. Insurance cost shall be borne by the user and "hold the Town of Temple harmless". Further, the Town of Temple will be named as an additional insured on any certificate for additional liability coverage.
 - If alcoholic beverages are to be sold, a State of New Hampshire Liquor license will be required in addition to the certificate of insurance.
 - No consumption of alcohol will be allowed outside the building.
10. Certain other uses of the Hall and/or Annex may require additional liability insurance. The Board of Selectmen shall make the determination of additional liability coverage. Any additional insurance cost shall be borne by the user and "hold the Town of Temple harmless". Further, the Town of Temple will be named as an additional insured on any certificate for additional liability coverage.
11. Reservations of the Hall and/or Annex shall be treated on a first come, first served basis.
12. Temple organizations and residents shall have priority in the scheduling of the Hall and/or Annex. However, the decision of the Board of Selectmen shall be final in any and all matters of dispute.
13. An unlighted portable sign, no more that 8 sq. ft., may be placed on the grass in front of the Hall advertising the particular function involved.
14. This building is non-smoking
15. Definitions and clarifications of pricing schedule:
- Quasi Municipal – Any not-for-profit Temple organization whose mission is to serve Temple or a group of Temple residents may request usage of the building or meeting rooms. The Board of Selectman will determine eligibility for this category. Please note that cleaning and/or damage fees may still apply.

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- Rental of the building (main hall with annex) is only available by the day
- Annex meeting rooms: A half day or evening is considered to be four hours from set up through break down
- Extended Rentals – more than 3 days: Fees to be negotiated with the Board of Selectmen

NAME / GROUP: _____

FACILITY/ROOM REQUESTED: _____

(Main Hall/Annex, Main Hall Only, Annex: 1st Floor and/or 2nd Floor)

FEE: _____

PERSON IN CHARGE: _____

ADDRESS: _____

PHONE: EMAIL: _____

DATE/TIME REQUESTED: _____

APPROXIMATE NUMBER OF PEOPLE: _____

PURPOSE FOR USE: _____

KITCHEN FACILITIES REQUESTED: YES _____ NO _____

The regulation for use of the Temple Town Hall and/or Annex are incorporated into this permit by reference. I hereby acknowledge that I have received and read the regulations, and that I agree to abide by all terms stated therein.

LIABILITY INSURANCE REQUIRED: YES _____ NO _____ *(For Office use only)*

If yes, certificate of insurance must be presented to the Board of Selectmen prior to use.

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POLICE SUPERVISION REQUIRED: YES _____ NO _____ *(For Office use only)*
If yes, arrangements must be made with the Police Chief for Special Detail Officers.

SIGNED _____ DATE _____