

**TOWN OF TEMPLE  
Temple, NH**

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

	<b>Half Day or Evening</b>	<b>All Day</b>
<b>Town Boards &amp; Committees</b> (including Quasi-Municipal) (In winter please use annex meeting rooms unless booked)	No Charge	No Charge
<b>Main Hall and Annex</b>		
<i>Town of Temple Residents &amp; Businesses</i>		
Not-for-profit	N/A	\$200.00
Weddings, private functions, for-profit conferences, meetings, etc. Includes exclusive use of kitchen, Annex and tables (call for available sizes)	N/A	\$275.00
<i>Non-Residents &amp; Businesses:</i>		
Not-for-Profit	N/A	\$275.00
Weddings, private Functions, for-profit conferences, meetings etc. Includes exclusive use of kitchen, Annex and tables (call for available sizes)	N/A	\$450.00
<b>Main Hall</b> (only)		
<i>Town of Temple Residents &amp; Businesses:</i>		
Not-for-profit	\$100.00	\$150.00
For-profit conferences, meetings or private functions, etc. (Kitchen may be used and shared if meeting rooms are rented)	\$150.00	\$200.00
Funeral Receptions & 50th Anniversaries	No Charge	No Charge
<i>Non-Residents &amp; Businesses</i>		
Not-for-profit	\$125.00	\$175.00
For-profit conferences, meetings or private functions, etc. (Kitchen may be used and shared if meeting rooms are rented)	\$200.00	\$275.00
<b>Town Hall Annex</b> (only)		
<i>Town of Temple Residents &amp; Businesses:</i>		
Not-for-profit	No Charge	
For-profit conferences, meetings or private functions etc.	\$50.00/room	\$90.00/room
<i>Non-Residents &amp; Businesses</i>		
Not-for-profit	\$50.00/room	\$100.00/room
For-profit conferences, meetings or private functions, etc.	\$75.00	\$125.00/room

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1. The Board of Selectmen may waive any fees upon application on the basis of each activity.
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, and is payable to the Town of Temple. 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 Main Hall and Annex, \$50.00 for the Main Hall only, 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, including food products, used by the group must be removed.*** Containers are available for recycling. Retainage of the damage/cleaning deposit by the Town is applicable for failure to comply with cleaning requirements.
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:
  - 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.
  - If alcoholic beverages are to be sold, a State of New Hampshire Liquor license will be required in addition to the certificate of insurance.
  - Police supervision is required for all functions involving alcoholic consumption (see #8).
  - No consumption of alcohol will be allowed outside the building.

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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 on the day of use 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 meeting rooms. The Board of Selectman will determine eligibility for this category. Please note that cleaning and/or damage fees may still apply.
- Weddings, receptions or private parties – with food being served to more than 75 attendees must reserve both the Main Hall and the Annex – Day rate will apply.
- Rental of Main Hall with Annex is only available by the day.
- 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.

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NAME / GROUP: \_\_\_\_\_

FACILITY/ROOM REQUESTED: \_\_\_\_\_

*(Main Hall/Annex, Main Hall Only, Annex: 1<sup>st</sup> Floor and/or 2<sup>nd</sup> 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.

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 \_\_\_\_\_