

Temple Town Hall
Fees, Rules, Regulations & Reservation Form

FEE SCHEDULE

The Temple Select Board may adjust or waive any fees upon application on the basis of each activity, event or multiple day events. The Temple resident rate is non-transferable. If a room or the hall is reserved but not used, and not canceled at least 3 days before the scheduled time, the rental fee is not refundable. Note that cancelations must be made during the hours the Select Board Assistant is in the office.

Town Boards & Committees Meetings:

No Fee

Quasi Municipal Organizations: Meetings: SB approval needed. (list of pre-approved organizations is attached):

No Fee

Quasi Municipal Organizations: Special Events: Special Events are defined at the end of the Rules & Regulation Section. **Reservation Form must be completed: Fees TBD by the Temple Select Board**
Waiver for fees requires Select Board approval for each event: **Donation Encouraged**
Cleaning/damage deposit is required for each Special Event.

General Public: Events, Meetings, etc.:

Town Hall*	Half Day or Evening	All Day
<i>Temple Residents & Businesses: Private Functions:</i>	\$100.00	\$200.00
<i>Resident Funeral Receptions & 50th Wedding Anniversaries:</i>	No Charge	No Charge
<i>Non-Residents & Businesses:</i>	\$200.00	\$400.00

Annex Meeting Rooms Only*	Half Day or Evening	All Day
<i>Town of Temple Residents & Businesses:</i> Conferences, meetings or private functions etc.	\$50.00/room	\$90.00/room
<i>Non-Residents & Businesses</i> Conferences, meetings or private functions, etc.	\$75.00/room	\$125.00/room

Cleaning/damage Deposits: \$150 for the Building (Main Hall). \$25 per Annex room.

*As appropriate, includes use of annex, kitchen, chairs & tables (see page 5). Setup time must be included in rental time. All day weddings/receptions may request additional set up time for a nominal fee - TBD

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RULES & REGULATIONS

- 1) The Temple Select Board may adjust and waive any fees upon application on the basis of each activity, event or multiple day events.
- 2) Pre-approval for Quasi Municipal Organizations apply only to small, organizational meetings. Quasi Municipal groups must pay fees or seek a separate waiver for Special Events. “Special Event” is defined at the bottom of this section.
- 3) Renters, including Quasi Municipal Organizations, holding a Special Event must complete and sign the Reservation Form, pay a Fee TBD by the Select Board or request a pre-approved waiver, and leave a check for the cleaning/damage deposit of \$150 for the Building (Main Hall) and \$25 per Annex room before the room can be reserved. Any existing damages observed by the renter prior to use must be 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.
- 4) Damage to the Town Hall, Town Hall Annex or Town property is the financial responsibility of the renter. Resulting charges will be determined by the Temple Select Board and will be payable to the Town of Temple.
- 5) Damage to property other than Town property is also the financial responsibility of the renter and will be payable to the owner thereof.
- 6) The Main 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 for events is not provided by the Town** and are the responsibility of the renter.
- 7) All groups are welcome to use the kitchen facilities. ***All items brought in, including food products, must be removed and all trash bins emptied.*** Non-recyclables should be taken to the dumpster located behind the building, to the left of the sand pile. Recyclables should be taken home for proper disposal. Failure to comply with policies may cause the forfeiture of the damage/cleaning deposit and/or loss of privileges to use the building.
- 8) Events held in the Town Hall shall be terminated by no later than midnight with the exception of Friday or Saturday. Events occurring on either of these two nights may continue until 1:00 a.m.
- 9) Police supervision may be required by the Temple Select Board and shall be arranged for through the Temple/Greenville Police Chief (878-3474). The cost for this service shall be borne by the renter. An officer 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.

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10) The use of alcoholic beverages shall be covered in the following manner:

- Police supervision is required for all functions involving alcoholic consumption
- 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 Town of Temple prior to the scheduled event.
- Select Board prior to the date of use. Insurance cost shall be borne by the renter and the policy shall "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.

11) Certain other uses of the Main Hall and/or Annex may require additional liability insurance. The Temple Select Board shall make the determination of required additional liability coverage. Any additional insurance cost shall be borne by the renter and the policy shall "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.

12) Reservations are on a first-come first-serve basis, however, Town Committees and Boards always get preferential treatment. The decision of the Temple Select Board 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) The signed form and checks can be dropped off at the Municipal Building or mailed. Given that the Select Board Assistant's job is part time, alternate arrangements should be made for the checks to be received during non business hours.

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Definitions and Clarifications of Fee Schedule:

Quasi Municipal Organizations – Any not-for-profit Temple organization whose mission is to serve Temple or a group of Temple residents, may request a waiver for usage of the Main Hall or Annex meeting rooms. The Temple Select Board will determine eligibility for this category. Please note that cleaning and/or damage fees may still apply. Approved list as of March, 2019 is attached. Others may apply.

1. A Quasi Municipal Meeting includes organizational members only.
2. A Quasi Municipal Special Event is defined as any event specifically advertised as open to the public.
3. Annex meeting rooms: A half day or evening is considered to be four hours from set up through break down.
4. Extended Rentals – more than 3 days: Fees to be negotiated with the Temple Select Board.

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ROOM CAPACITY

MAIN HALL:

Seated: 71

Standing Room: 153

BALCONY: 26

1st FLOOR ANNEX MEETING ROOM:

Seated: 22

Standing: 47

2nd Floor ANNEX MEETING ROOM

Seated: 23

Standing: 50

TEMPLE TOWN HALL CHAIRS & TABLES

Folding Chairs: 130 – 135 Total

- Stored on racks in Main Hall closet. Number includes those in closet, those set up in balcony, and any placed in Annex meeting rooms.

Tables: 17 Total

- Tables are stored under the stage on sliding dolly. Remove paneling to access.
 - 8' Tables: 13
 - 6' Tables: 4

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RESERVATION FORM

NAME / GROUP: _____

FACILITY/ROOM REQUESTED: _____

FEE: _____

NAME of RENTER: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

DATE/TIME REQUESTED: _____

APPROXIMATE NUMBER OF PEOPLE: _____

PURPOSE FOR USE: _____

KITCHEN FACILITIES REQUESTED: YES _____ NO _____

The regulations 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 Temple Select Board 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 _____