

Wendell Town Hall Rental Policy (NO Kitchen Use)

Revised by the Selectboard January 2020

Town Hall Rental: General Regulations

The Town Hall is available for rent to Wendell residents only, and is reserved on a first-come, first-served basis. Use of the Town Hall for commercial purposes is prohibited.

Those wishing to rent the Town Hall (hereafter referred to as 'the renter') must submit an application to the Town Coordinator at least one week prior to the rental date requested. Any request for waiver of rental fees can only be approved by the Selectboard. The Selectboard has the right to refuse any application.

Smoking is prohibited in the Town Hall and in all town-owned buildings.

The sale or consumption of alcoholic beverages in the Town Hall or on the Town Common is prohibited.

Fire and open flames (including candles) are prohibited unless specifically allowed by written permit from the Fire Chief.

Handguns and firearms of all types are prohibited in the Town Hall and all town-owned buildings

Occupancy of the Town Hall is limited to 96 people seated, or 145 people standing in accordance with State Fire Regulations. The use of the balcony space is prohibited.

Town Hall can be rented with or without the use of the Town Hall Kitchen. Because the kitchen is a commercial Kitchen under the regulation of the Board of Health, use of the kitchen when renting the Town Hall will require additional fees.

Town Hall Rental Fees (NO Kitchen Use, the kitchen is locked and will not be accessible)

A \$25 cleaning deposit is required of all renters (which will be returned if the hall, stage, and bathrooms are left clean). In addition, renters will pay as follows:

Public Events	\$100	More than 50 people
	\$ 50	25 to 50 people
	\$ 30	up to 25 people
	\$ 20	up to 10 people and used for less than two hours

Private parties add \$30 to the above fees

Furniture rentals: Tables: \$2.00 each per day
Chairs: \$0.20 each per day

Responsibilities of the Renter

Parking: The renter is responsible for organizing the parking of those who attend. Parking on the grass on the Common is prohibited. If attendance at the event will exceed 25 people, the renter

must name a 'Parking Monitor.' If attendance will exceed 50 people, the renter must notify the Wendell Police Department of the time, date, and nature of the event, and they may be asked to hire a Police Officer at the renter's expense.

Keys: The renter must contact the Town Coordinator at 978-544-3395, ext. 100, at least four days prior to the rental date to make arrangements to pick up the keys to Town Hall and Kitchen if applicable. The renter will return the keys to the Town Coordinator after the event.

Frequent Use: Renters may utilize the Town Hall for a series of events or weekly events. Payment for the use shall be made prior to use. Approval of use shall be re-requested every six months.

Cleaning: Immediately after the event, the renter must gather all trash from the Town Hall, including stage, and bathrooms, and kitchen (if using), and place it in a can in the lobby for the custodian. If clean up is to occur the next day, arrangements must be approved by the custodian. The hall (including outside the front door) should be swept clean. Mopping will be done at the custodian's discretion. The renter should check the Town Common for any refuse left behind by guests and remove it. Cleaning deposits will be returned by the Selectboard with approval of the custodian. In the event of a dispute regarding the condition of the hall, the Selectboard will make the decision.

Noise: The renter is responsible for maintaining a peaceable and quiet environment outside the Town Hall during the event. Be considerate of Town Hall neighbors! We suggest weeknights end at 10 PM and weekend events end at 11:30 PM.

Decoration: All decorations for an event must meet fire codes and must be approved by the custodian. No tape or nails on the walls are permitted.

Sound System: Any use of town-owned sound equipment must be approved by the Selectboard.

Damage: The renter is responsible for any damage done to the Town Hall during the rental period.

Leaving the Building: When you leave Town Hall, make sure all the windows are closed and the temperature settings on the thermostat are returned to the settings at which they were found.

Town Common Lights: The Town Common lights are available for use during Town Hall events. They can be turned on via timer switches located in the green boxes on the Town Common. Any renter that turns on the lights is also obligated to turn them off.