

**TOWN OF MILFORD**  
**TERMS AND CONDITIONS FOR USE OF**  
**TOWN HALL AUDITORIUM, BANQUET HALL & KITCHEN**

**PURPOSE:**

It is the desire of the Milford Board of Selectmen that the Auditorium, Banquet Hall, and Kitchen be places that will be used by Milford-based educational, cultural, civic, philanthropic, and social organizations, both for-profit and non-profit. It is the intent that these facilities are not to be used for individual purposes and functions. Both the Auditorium and Banquet Hall meet fire and safety codes and are handicapped accessible.

**TERMS AND CONDITIONS:**

1. Applications are to be made at the Selectmen's Office at least three (3) weeks in advance and cannot be made for more than four (4) consecutive meetings within a four (4) month period, or five (5) days in a one (1) week period. The Lessee agrees to conform to all Town of Milford rules, regulations, codes, and statutes.
2. The 'name of applicant' as requested on the application indicates the person filing the paperwork for the event. This person is required to be a Milford resident and will be held responsible for payment of additional charges, custodial or otherwise, should the organization listed on the application not pay said charges. The 'contact name' as requested on the application (if different than the 'name of applicant') indicates the person that will be coordinating the event and will be available at the telephone numbers listed to answer any questions that may arise regarding the event.
3. Groups of 100 or more **are required to have** a Milford police officer present unless this requirement is specifically waived. Police coverage, when required, is to be requested/coordinated by the applicant directly with the Milford Police Department (673-7717).
4. The Lessee shall indemnify and hold the Town of Milford harmless for damage to persons and property resulting from the use of the Town Hall facilities by the Lessee and shall, when requested, at its own expense, provide the Town with a Certificate of Liability Insurance against accident with limits of no less than \$1,000,000 combined single-limit coverage. This Certificate must be delivered to the Selectmen's Office prior to the use of the Town Hall unless said requirement is specifically waived.
5. The Lessee agrees to obtain all necessary copyright licenses and to defend the Town against all claims arising because of its failure to do so. The Lessee further agrees to hold the Town harmless from all loss, liability, damage, and expenses, including reasonable attorney fees, for which the Town may become liable because of the failure of the Lessee to acquire said copyright license.

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6. In the event of a concern that weather or other related cancellation of an event might need to take place it is the responsibility of the designated contact person for the organization reserving the facility to notify the Board of Selectmen's Office to discuss the options of the situation prior to the event being cancelled. Failure to notify the Board of Selectmen Office in the timely manner may result in a forfeiture of all refunds.
7. Groups requesting Non-Profit rate exemption **must provide** documentation of their Non-Profit status as part of the application process.
8. Unless sponsored by a Milford-based political organization, groups endorsing political candidates are not allowed use of the facilities, however, meetings, presentations or caucuses by municipal party organizations are permitted. This permission does not, however, constitute an endorsement of the group's objectives or philosophy by the Town of Milford or its Board of Selectmen. Further, the exhibition or display of advertising materials endorsing political candidates are not allowed in Town Facilities.
9. No food or beverages are to be consumed in the Auditorium without specific permission. Food in the Auditorium will require a separate fee (see fee schedule).
10. Rental of the Town's Steinway Piano is made only to professionally and scholastically qualified applicants (see fee schedule). There is no charge for use of the Town's upright piano.
11. Payment for rental charges, piano rental fees, food in auditorium fees, and key deposits are due at the time of application submission, unless other arrangements have been made with the Board of Selectmen's Office.
12. A custodian is required for all profit and non-profit functions except Town Government-related events. The custodian shall be in attendance at least ½ hour prior to the rental period, during the rental period, and at least ½ hour after the rental period. Dependent on the nature of the event, additional custodian(s) may be required.
13. Custodian services extending beyond normally scheduled custodial hours will be billed separately (see fee schedule). Custodial charges, if applicable, will be billed to the organization listed on page 3 of the Application, after the event, following completion of custodial services.
14. The Town Hall shall be left in the same condition it was in prior to rental. The Lessee shall be responsible for any and all damages incurred in conjunction with the use of the facility and agrees to compensate the Town for such damage upon presentation of a invoice. The Town reserves the right, depending upon the nature of the event, to charge a security deposit.
15. Smoking and alcoholic beverages are **prohibited** in the building and it shall be incumbent upon the Lessee to enforce these provisions.

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16. No nails, tacks, staples, transparent tape, or any other type of tape shall be affixed to any wall, ceiling, or woodwork. Hay, glitter, confetti, rice, or materials of a similar nature are not allowed in the Town Hall facilities. Use of such materials will necessitate additional custodial fees being charged. For safety reasons open flame sources (candle, oil lamps, etc.) are not permitted in the Town Hall facilities. All decorating plans must be submitted as soon as possible for review and approval but not later than one week in advance of the scheduled event. Decorations are to be removed the day of the event in order to facilitate next-day facility use. For special functions - and upon the request of the renter - the day before the function(s) may generally be reserved for decorating. Only in very rare cases will earlier decorating be authorized, as this would reduce the availability of the hall(s) to other renters.
17. The Lessee shall, at the end of the event, be responsible for the collection of all rubbish generated by the function, and all Town Hall space used by the Lessee is to be left in a clean, neat, and orderly condition. Failure to do so may result in additional charges being assessed.
18. The Kitchen is to be used for light cooking (i.e., warming food, salad preparation) and food clean up only. Any more extensive use is prohibited and any additional custodial efforts required for additional Kitchen clean up will be billed to the organization.
19. The balcony in the Auditorium is not available for rental or for general public use.
20. All equipment, props, etc. owned by the Lessee must be removed from the premises the evening of the last performance or event unless other arrangements have been made in advance with the Selectmen's Office. The Town assumes no responsibility for the safe keeping of any private property brought onto the premises.
21. Organizations using musical instruments, amplifiers, speakers, or other gear on the stage must provide rugs or mats to preclude scratching or damaging the stage or Auditorium floor.
22. Rental of the Town Hall facilities does not include tablecloths, dinnerware, cookware, utensils, etc. Tables and chairs may be available depending on the nature and size of the function. The Lessee shall be responsible for providing all required equipment for any function. Please inquire at the time of application as to the availability and number of tables and chairs within Town Hall.
23. During the winter season, access via the main front door may not always be available due to wind safety hazards due to the size of the doors and also please be certain to carefully clean shoes upon entering Town Hall in order to preclude salt and sand damage to the entryway, Banquet Hall and Auditorium floors.

**TOWN OF MILFORD**  
**TERMS AND CONDITIONS FOR USE OF**  
**TOWN HALL AUDITORIUM, BANQUET HALL & KITCHEN**

**BUILDING CAPACITY (FIRE CODE BASED):**

	<u>Auditorium</u>	<u>Banquet Hall</u>
Chairs Only	- 300 Individuals	- 150 Individuals
Tables & Chairs (No Dance Floor)	- 250 Individuals	- 100 Individuals
Tables & Chairs (20 X 30 Dance Floor)	- 200 Individuals	

- Total capacity of the third floor (Auditorium & Banquet Hall) is 300 individuals.
- Final capacity determination is the **sole jurisdiction** of the Milford Fire Chief.
- The approximate dimensions of the Auditorium are 54' x 55' = 2,970 ft.<sup>2</sup>, Banquet Hall are 40' x 43' = 1,720 ft.<sup>2</sup> and Stage are 20' x 25' = 500 ft.<sup>2</sup>.

**FEE SCHEDULE:**

**For functions held Monday through Friday the following rates shall apply:**

**Auditorium:**

Rental Fee for Non-Profit Organizations (e.g. 501-C-3)	No Rental Fee*
Rental Fee for All Others	\$250.00 per event*

**\*Note:** There will be an additional \$75.00 fee if food is to be served in the Auditorium.

**Banquet Hall:**

Rental Fee for Non-Profit Organizations (e.g. 501-C-3)	No Rental Fee
Rental Fee for All Others	\$150.00 per event

**Kitchen:**

Rental Fee for Non-Profit Organizations (e.g. 501-C-3)	\$25.00 per event
Rental Fee for All Others	\$25.00 per event

**For functions held on a Saturday or Sunday, the following rates shall apply:**

**Auditorium:**

Rental Fee for Non-Profit Organizations (e.g. 501-C-3)	No Rental Fee*
Rental Fee for All Others	\$300.00 per event*

**\*Note:** There will be an additional \$75.00 fee if food is to be served in the Auditorium.

**Banquet Hall:**

Rental Fee for Non-Profit Organizations (e.g. 501-C-3)	No Rental Fee
Rental Fee for All Others	\$200.00 per event

**Kitchen:**

Rental Fee for Non-Profit Organizations (e.g. 501-C-3)	\$25.00 per event
Rental Fee for All Others	\$25.00 per event

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**Custodial Fees:**

A custodian is required for all profit and non-profit functions except Town Government-related events. The custodian shall be in attendance at least ½ hour prior to the rental period, during the rental period, and at least ½ hour after the rental period. Dependent on the nature of the event, additional custodian(s) may be required.

For functions requiring custodial services between 8:00 a.m. and 8:30 p.m. weekdays, no custodial fees shall be charged.

For functions requiring custodial services between 8:30 p.m. and 12:00 a.m. weekdays, or between 7:00 a.m. and 12:00 a.m. on Saturdays and/or Sundays, the custodial fees shall be \$28.00 per hour, chargeable per one-half hour.

For functions requiring custodial services after 12:00 a.m., the custodial fees shall be \$75.00 per hour, chargeable per hour.

**Other Fees:**

Additional fees may be assessed, at the discretion of the Board of Selectmen, depending on nature of the event.

There will be an additional \$75.00 fee if food is to be served in the Auditorium.

There will be an additional \$50.00 fee for use of the Town's Steinway. There is no charge for use of the Town's upright piano.

Payment for rental charges, piano rental fees, food in auditorium fees, and key deposits are due at the time of application submission, unless other arrangements have been made in advance with the Board of Selectmen's Office.

Fees for the use of the facilities on a long-term basis may be reviewed and a rate determined by the Selectmen's Office.

Note: The Board of Selectmen may, at its sole discretion, amend the application process and requirements based on the needs of the applicant and event.

As a general rule, back-to-back weekend functions will not be scheduled except in special circumstances to be approved in advance.

TOWN OF MILFORD

APPLICATION FOR USE OF TOWN HALL AUDITORIUM, BANQUET HALL & KITCHEN

Application is to be made to the Milford Selectmen's Office, Town Hall, One Union Square, Milford, NH 03055-4240, 673-2257

Room(s) Requested: Auditorium \_\_\_\_\_ Banquet Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Stage \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Name of Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Registered Non-Profit Organization (e.g. 501-C-3): Y \_\_\_\_\_ N \_\_\_\_\_ Copy Provided?: \_\_\_\_\_

Name of the event: \_\_\_\_\_ Purpose of the event: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Hours of function: \_\_\_\_\_

Will we need to unlock the doors for the event? Y \_\_\_\_\_ N \_\_\_\_\_ If Yes, indicate time: \_\_\_\_ :

Which doors (Nashua Street, Middle Street, or Oval)? \_\_\_\_\_

Have you completed the function lay-out/ map drawing on the reverse page? Y \_\_\_\_\_ N \_\_\_\_\_ NA \_\_\_\_\_

Will you arrive early to set-up? Y \_\_\_\_\_ N \_\_\_\_\_ If Yes, indicate time: \_\_\_\_ : \_\_\_\_ to: \_\_\_\_ : \_\_\_\_ on Date(s): \_\_\_\_\_

Will we need to unlock the doors for the set-up? Y \_\_\_\_\_ N \_\_\_\_\_ If Yes, indicate time: \_\_\_\_ :

Will admission be charged? Y \_\_\_\_\_ N \_\_\_\_\_ # of People Expected: \_\_\_\_\_ Police Coverage Coordinated?: \_\_\_\_\_

If a Town Function, will there be a Town Employee present until the conclusion of the event? Y \_\_\_\_\_ N \_\_\_\_\_ NA \_\_\_\_\_

Will you be serving food in the Auditorium (if applicable): Y \_\_\_\_\_ N \_\_\_\_\_ If Yes, an additional \$75.00 fee will be charged

Kitchen

This is not to be used for preparing food. It is merely a cleanup kitchen. Only light refreshments may be prepared. Food may be brought in and it may be used to keep it warm. There is a stove, refrigerator, 2 microwaves, an oven, sink, & dishwasher. The elevator is handicapped accessible.

Auditorium

Capacity - 300 people with a bare stage. There are 300 chairs available at present. The elevator is handicapped accessible. There is a Steinway Piano available for a **separate charge** (see fee schedule). The Balcony **cannot** be used except for photographs. Food/Beverages are not allowed unless otherwise authorized and for a **separate charge** (see fee schedule).

Banquet Hall

Capacity - 150 (with chairs only) There are 9 double length tables & 100 chairs available at present.

Conditions

- ✓ Responsible adults must be present at all times.
- ✓ Applications must be received **at least three (3)** weeks in advance.
- ✓ You must show proper respect for facility.
- ✓ No alcohol or smoking permitted on premises.
- ✓ Leave facility clean & dispose of trash in proper container.
- ✓ A janitor is **required** for all events.
- ✓ A Police Officer is **required** if more than 100 are people expected to attend an event.
- ✓ Payment of fee(s) is/are due at time of application.
- ✓ Deposit for key(s) is required.
- ✓ Rental Group is responsible for all damages.
- ✓ **Total Capacity of Third Floor = 300**

Contact the Building Custodian at least one week prior to the event. His beeper number is 599-8204. Leave your phone number at the beep and he will return your call as soon as possible.

The granting of this application by the Town of Milford for the use of the requested space for the purpose / organization stated above indicates neither endorsement nor support by the municipality and its Board of Selectmen of the views or activities of the applicant or applicants.

The undersigned has read the Town of Milford Terms and Conditions for Use of Town Hall Auditorium, Banquet Hall & Kitchen and agrees to the terms and conditions outlined therein.

**ESTIMATED** Custodial Fees for this event are: (ACTUAL custodial fees are billed following the event)  
( \_\_\_\_\_ hours at \$28 = \$ \_\_\_\_\_ ) + ( \_\_\_\_\_ hours at \$75 = \$ \_\_\_\_\_ ) = **ESTIMATED** Custodial Fees = \$ \_\_\_\_\_

**ADDITIONAL** Fees:

Space Rental Fee: \$ \_\_\_\_\_ Food in Aud. (\$75) \_\_\_\_\_ Steinway Rental (\$50) \_\_\_\_\_ Other Fees: \$ \_\_\_\_\_

Total Additional Fees: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

\_\_\_\_\_ Date

Certificate of Insurance Required? \_\_\_\_\_

Certificate of Insurance Received? \_\_\_\_\_

Space Reservation Confirmed: \_\_\_\_\_

Custodian Confirmed: \_\_\_\_\_

Application Approved: \_\_\_\_\_

\_\_\_\_\_

Signature & Title

Yes No Date

KITCHEN

BANQUET  
HALL

BATHROOM

BATHROOM

HALLWAY

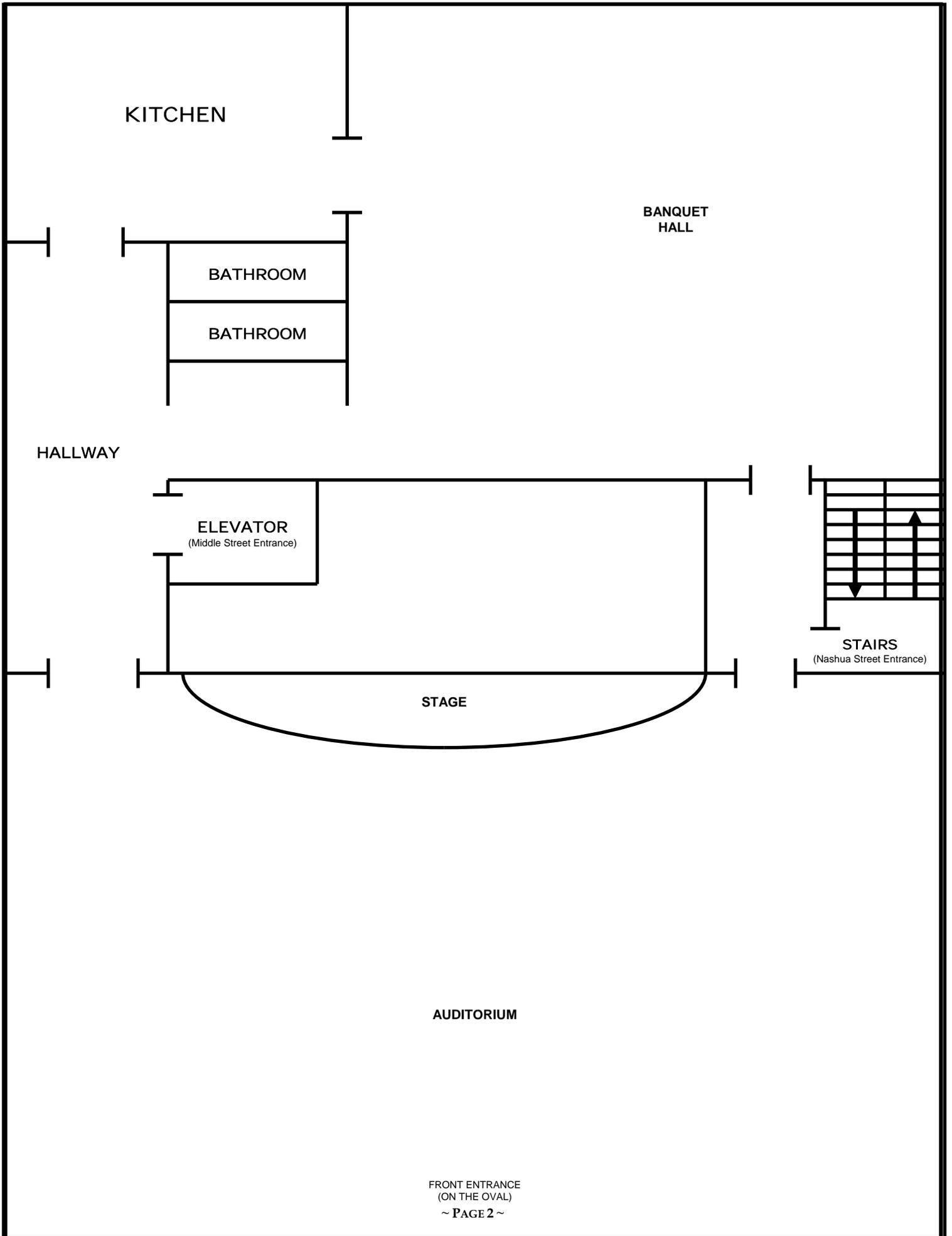
ELEVATOR  
(Middle Street Entrance)

STAIRS  
(Nashua Street Entrance)

STAGE

AUDITORIUM

FRONT ENTRANCE  
(ON THE OVAL)  
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**TOWN OF MILFORD**  
**BILLING INFORMATION FOR**  
**USE OF TOWN HALL AUDITORIUM, BANQUET HALL & KITCHEN**

Application is to be made to the Milford Selectmen's Office, Town Hall, One Union Square, Milford, NH 0305-4240, 673-2257

Room(s) Requested: Auditorium \_\_\_\_\_ Banquet Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Stage \_\_\_\_\_

Name of Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Name of Billing Contact: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing Contact Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Registered Non-Profit Organization (e.g. 501-C-3): Y \_\_\_\_\_ N \_\_\_\_\_

Date of Function: \_\_\_\_\_ Hours of function: \_\_\_\_\_

**FOR CUSTODIAL USE ONLY**

Actual Function Start Time: \_\_\_\_\_

Actual Function End Time: \_\_\_\_\_

Rooms Used/Cleaned: Auditorium \_\_\_\_\_ Banquet Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Stage \_\_\_\_\_

Custodian on Duty: \_\_\_\_\_

Date Custodian was required: \_\_\_\_\_

Custodian In Time: \_\_\_\_\_

Custodian Out Time: \_\_\_\_\_

Date Custodian was required: \_\_\_\_\_

Custodian In Time: \_\_\_\_\_

Custodian Out Time: \_\_\_\_\_

Date Custodian was required: \_\_\_\_\_

Custodian In Time: \_\_\_\_\_

Custodian Out Time: \_\_\_\_\_

**Total Custodial Time Required for Event:** \_\_\_\_\_

**Total Custodial Hours billed to above organization:** \$

Were there additional damages to facilities (yes / no)? \_\_\_\_\_

Total estimated charge to repair (estimates attached): \$ \_\_\_\_\_

**Total damage charges that will be billed to above organization (provide copy of estimates):** \$

**Notes:**