

# **Town of Starksboro**

## **Policy for Town Hall Use**

### ***Permitted Uses***

The Town Hall may be used for legal public and private events, on a first come, first served basis. Such events may include meetings, dinners\* dances, non-profit fundraising events, weddings, reunions, showers, and other uses as deemed appropriate by the Selectboard. Authorization will not be considered as endorsement or approval of the activity, group, organization or the purposes they represent. All functions must end by 12:00 midnight.

*\*Use of the kitchen is not permitted. Food must be carried in ready to serve.*

### ***Scheduling & Requirements***

Events will be scheduled through the Town Clerk's office. Applications must be signed by the person(s) responsible for the event and a refundable cleaning, damage and loss of property deposit of \$75.00 will be tendered at the acceptance of application.

### ***Alcoholic Beverages and Smoking***

If liquor is served at the event there must be an authorized official (constable, sheriff or state liquor inspector) present at the function for the duration. Consumption of alcoholic beverages by anyone under 21 years of age, or by anyone who is apparently intoxicated is not permitted. It is the responsibility of the applicant and the applicant's organization to ensure compliance with this policy.

Smoking is not allowed anywhere in the Town Hall Building, including the hallways, the porch or the grounds.

### ***Clean Up***

At the conclusion of the event, the facility must be clean, swept and free of trash. User will provide his/her own trash bags. ALL trash will be

removed from the site. Tables and chairs must be returned to their original locations.

***Cancellation***

In the event of an event’s cancellation, the Town Clerk must be notified at least 48 hours in advance of the event.

***Other Conditions/Restrictions***

The applicant shall complete a hold harmless agreement.

The applicant and applicant’s organization shall ensure that activities comply with all federal, state and local laws.

No furniture or equipment shall be removed from the premises.

Fire and safety regulations must be adhered to at all times, and exits must remain free of obstruction.

Only votive candles that completely contain flame are permitted.

Applicant will be assessed for damages in excess of the damage deposit.

Attendees must remain within the area of the building designated for the event.

Attendees will not enter the Library section of the building without the express permission of a member of the library staff, the library board of trustees or a member of the Selectboard.

The event organizer will be held responsible for damages to the library due to unauthorized access.

Users should be aware that the Town Hall’s rental space does not conform to ADA access requirements.

***Fees:***

Hourly Rental Rate:	\$10 per hour
Event Rental Rate:	\$50 per event
Starksboro Non-Profit Rental Fee:	FREE

# Starksboro Town Hall Rental Agreement

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**Organization or persons using the Town Hall:**

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**Name of individual responsible for rental**

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**Phone**

**e-mail**

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**Address**

**The undersigned has read and agrees to the terms and conditions set forth in the attached Policy for Town Hall Use.**

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**Signature**

**Date**

**TOWN OF STARKSBORO**  
**HOLD HARMLESS AGREEMENT**

(Individual/Organization)\_\_\_\_\_ agrees to indemnify, defend and hold harmless the Town of Starksboro, its Board members, employees and agents from and against all risks of damage, loss, injury or otherwise (including, without limitation, personal injury or death to any person and damage to property of the Town or third parties) arising from the use of the Starksboro Town Hall on (Date/Year)\_\_\_\_\_.

\_\_\_\_\_ shall be liable for all expenses the Town of Starksboro incurs in defending against such claims, including attorneys' fees, unless such claims or expenses are the result of the sole or primary negligence of the Town of Starksboro.

\_\_\_\_\_  
(Signature of Person in Charge/Contact Person)

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

Telephone:\_\_\_\_\_