



TOWN OF WEST NEWBURY

381 Main Street
 West Newbury, MA 01985
 978-363-1100 ext. 135
 978-363-1826 (Fax)

RENTAL FEE SCHEDULE

	Commercial or Private Functions	Non-Profit Organizations	West Newbury Organizations
1910 Building 2 nd Floor Meeting Room	\$10/hour*	\$5/hour*	FREE**
Bandstand	\$40 flat rate fee	\$20 flat rate fee	\$20 flat rate fee
Mill Pond Recreation Building	\$75 flat rate fee	\$40 flat rate fee	\$40 flat rate fee
<i>*4-hour rental maximum</i>			
Annex	\$50/hour	\$25/hour	FREE**
Old Town Hall (across from GAR Library)	\$50/hour	\$25/hour	FREE**
Set-up/breakdown/access to reserved space prior to event	No charge for one hour prior and one hour after event. Current hourly rate per each additional hour.		

***Fee only to be waived if food is **not** present at event*

All fees include the use of available equipment (i.e. tables, chairs, stage, etc.)

TERMS AND CONDITIONS OF USE:

- 1.) Renters must leave the facility in the condition in which they found it or may incur an additional cleaning fee. Tables and chairs must be returned to storage area. All trash and recycling must be removed by renter or properly bagged and placed at Annex door for removal by the custodian. The Town does not have a custodian on staff during events. Please contact Dispatch, if the Town officers are closed, at 978-363-1213 with any issues.
- 2.) No open flames; i.e. candles, torches, etc. (Chafing trays with sternos **are** allowed).
- 3.) Exits and entrances must be kept clear. Tables must be a minimum of 6 feet from exits and entrances.
- 4.) All decorations must be fire resistant.
- 5.) No live trees or shrubs allowed, including Christmas trees.
- 6.) No smoking inside buildings; smokers must be outside of the building 20 feet from all entrances and exits.
- 7.) If deemed necessary to maintain the safety of the public, a Fire Watch (Fire Dept. representative) may be required, at the then-current hourly fee.
- 8.) No fog machines or fake smoke machines allowed. **Absolutely NO balloons allowed in the Annex.**
- 9.) Permits are required for temporary signs. No signs are allowed on public property without prior approval by the Select Board.
- 10.) The Town reserves the right to assign a facility based on the number of attendees, days and hours of use, type of event, etc.
- 11.) Fee waivers will **not** be accepted for any event where food is involved, regardless of non-profit status.

PLEASE NOTE: IF YOU ARE APPLYING TO OFFER ANY KIND OF CAMP FOR CHILDREN, YOU MUST GET PRIOR APPROVAL FROM THE BOARD OF HEALTH 978-363-1100 x118

REQUEST FOR USE OF FACILITIES

Organization or Group: _____

Person Making Reservation: _____

Mailing Address: _____

Phone: _____ e-Mail: _____

Event Date: _____ Start Time: _____ End Time: _____

Summary of Event: _____

Number of Attendees: _____

Event Details - *please be specific* - i.e. alcohol*, music, food: _____

*If alcohol is being served, a *Liquor Liability Policy* must be provided (\$1,000,000), see page 2.

Check Appropriate Block:

- | | | | |
|---|---|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Fund Raising Group | <input type="checkbox"/> Commercial In-Town | <input type="checkbox"/> Resident | <input type="checkbox"/> Town Staff |
| <input type="checkbox"/> Non-Profit/Public Agency | <input type="checkbox"/> Commercial Out-of-Town | <input type="checkbox"/> Other | |

Facility Requested:

- | | | |
|--|--|------------------------------------|
| <input type="checkbox"/> 1910 Bldg. Hearing Room (1) | <input type="checkbox"/> Pipestave Equestrian Area** | <input type="checkbox"/> Annex |
| <input type="checkbox"/> 1910 Bldg. Meeting Room (2) | <input type="checkbox"/> Athletic Playing Fields* | <input type="checkbox"/> Bandstand |
| <input type="checkbox"/> Town Hall - (across from Library) | <input type="checkbox"/> Mill Pond Rec Bldg.** | <input type="checkbox"/> Other |

Fee Paid by Check/Cash _____

Fee Waived

TERMS AND CONDITIONS OF USE:

- 1) Must leave the facility as you found it, place tables and chairs in the storage area and remove all trash and recycling. The town does not have a custodian on staff and other events may be scheduled to use the facility after you. Please contact Dispatch at 978-363-1213 (if the town offices are closed) with any problems.
- 2) No open flames; i.e. candles, torches, etc. (Chafing trays with sternos **are** allowed.)
- 3) Exits and entrances must be kept clear. Tables must be a minimum of 6 feet from exits and entrances.
- 4) All decorations must be fire resistant.
- 5) No live trees or shrubs allowed including Christmas trees.
- 6) No smoking inside buildings; smokers must be outside of the building 20 feet from all entrances and exits.
- 7) If deemed necessary to maintain the safety of the public, a Fire Watch (Fire Dept. representative.) may be required, at the then-current hourly fee.
- 8) No fog machines or fake smoke machines allowed. No helium balloons allowed in the Annex.
- 9) Permits are required for temporary signs. No signs are allowed on public property without prior approval by the Select Board.

PLEASE NOTE: IF YOU ARE APPLYING TO OFFER ANY KIND OF CAMP FOR CHILDREN, YOU MUST GET PRIOR APPROVAL FROM THE BOARD OF HEALTH. 978-363-1100, x. 118

Name: _____

Event: _____

Insurance: The organization's representative or the individual requesting the space will be required to sign an indemnification agreement (below) with the Town of West Newbury for a scheduled event. A general liability policy (\$1,000,000 per occurrence/\$2,000,000 aggregate) is required as part of the rental agreement; and, a certificate of insurance naming the Town as an additional insured must be provided before the date of the event as proof of said policy. If alcohol is being served, a Liquor Liability Policy must be provided (\$1,000,000) in addition to the general liability coverage.

***ATHLETIC PLAYING FIELDS RENTAL: Must have prior approval by the Parks and Rec Commissioners.** Payment by check (to the Town of West Newbury) or cash must be received in the Town Manager's Office and a Certificate of Insurance must be received prior to the date requested to use the fields. (See above for details.)

****MILL POND RECREATION BUILDING AND PIPESTAVE EQUESTRIAN AREA: Must have prior approval by the Mill Pond Committee.**

Indemnification Agreement: I/We, _____ (group), agree to pay for any damage to the facility incurred during the term of rental by our organization. I/We understand that I/we must leave the area in the same condition that it was found. Furthermore, I/we hereby agree to save and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property.

Individual/Authorized Signature for Group

Date

**Parks & Rec Committee or
Mill Pond Committee**

Signature (if applicable): _____

Date: _____

Requests and comments: _____

Chief of Police

Signature: _____

Date: _____

Requests and comments: _____

Fire Chief

Signature: _____

Date: _____

Requests and comments: _____

Approval granted if signed here by Town Manager:

Date: _____

Requests and comments: _____