

TOWN OF HUNTINGTON
P.O. Box 430
Huntington, MA 01050
(413) 667-3500

North Hall Request Application

Please fill out this form as completely as possible and return to:

*Town of Huntington
P.O. Box 430
Huntington, MA 01050
huntingtonsb@comcast.net*

*Your request will be acted upon by the Board of Selectmen at its next scheduled meeting.
You will be notified of approval or denial as soon as possible thereafter.*

***Your responsibility for the use of North Hall is assumed in
this application and the North Hall Agreement.***

TODAY'S DATE: _____

NAME: _____

ADDRESS: _____

TELEPHONE: (day) _____ (evening) _____

ORGANIZATION: (if applicable): _____

CHAIR OF ORGANIZATION: _____

DATE/TIME FOR USE: _____

PURPOSE FOR USE: _____

NUMBER OF PEOPLE EXPECTED TO ATTEND: _____

AGE GROUP: _____

*KITCHEN USE DESIRED: (yes) _____ (no) _____

**An additional \$25.00 will be added to your fee for use of the kitchen.*

*SPECIAL ALCOHOLIC BEVERAGE PERMIT DESIRED: (yes) _____ (no) _____

**If you answer yes to this question, you must seek written permission from the Board of Selectmen and a one-day liability insurance policy must be obtained by the applicant. This is out of the jurisdiction of the North Hall Committee and is subject to additional costs. Contact Helen in the Selectboard office for further details.*

FOR OFFICIAL USE ONLY: SELECTBOARD ACTION: _____

Date application received: _____ Deposit Received: _____ (Amt.) _____

Full Payment Due: _____ Date Received: _____

North Hall Use Agreement

Fees

- | | |
|--|---------------|
| 1. Official Town Affairs, Civic/Community/School Groups | No charge* |
| 2. Non-profit | \$ 25.00* |
| 3. All private functions | \$ 75.00* |
| 4. Fashion shows/trade shows/craft fairs/for profit events | 10% of income |
- (The fees listed above INCLUDE a \$100.00 deposit, which is due at the time the application is made.)*

Payments

1. All payments shall be made payable to: ***The Town of Huntington***
2. Cash, money orders or personal checks accepted.
3. A \$25.00 fee will be charged for all returned checks.
4. A \$100.00 security deposit is required at the time of application. This deposit will be refunded as long as the building is left in the same condition in which it was found.
5. Final payment is due two weeks prior to your scheduled event.
6. A 14-day "NOTICE OF CANCELLATION" is required in order to ensure a full refund of your deposit.

Procedures

1. All organizations, groups, businesses, etc., are to provide the Town with a Certificate of Liability Insurance, which names the Town of Huntington as the Certificate Holder. It is also mandatory that the attached Indemnification Agreement be completed.
2. All others renting or using North Hall, at minimum, must complete the attached Indemnification Agreement.
3. Upon approval of your application, someone from the North Hall Committee will contact you to arrange a convenient time for access to the building, and to discuss the particulars of your event.
4. **Users will not be given keys to North Hall.** A lock-box is affixed to the outside of the building. You will be given the combination to the lock-box one week prior to your scheduled event.
(Please note that the combination to the lock-box is changed on a regular basis.)

Rules and Regulations

Users of North Hall are expected to leave the building in the condition in which it was found. Please cooperate by doing the following:

1. Any and all trash generated from your event must be removed from the building.
2. You are welcome to use the tables and chairs, but please be sure to wipe them down and put them back where you found them.
3. If you move furniture, replace it where you found it.
4. Do not remove anything from the walls.
5. Be sure that all lights are off before you leave.
6. Be sure that all doors and windows are securely locked.
7. Be sure that the key is returned to the lock-box on the outside of the door.
8. Cigarette smoking is strictly prohibited.
9. Drug use is strictly prohibited.
10. The use of candles, incense or other open-flamed items is strictly prohibited.
The consumption of alcoholic beverages is strictly prohibited without the express knowledge and written consent of the Board of Selectmen.
(Please note that a special Alcoholic Beverages permit must be obtained from the Board of Selectmen.)
11. Feel free to use the refrigerator and microwave, but do not open drawers or cupboards in the kitchen – those are North Hall supplies.
- 12. The elevator is handicapped access only. If you use it, follow the instructions that are taped on the elevator door.**
13. If your event requires the use of the kitchen, please be sure to clean it thoroughly.
****BE SURE TO TURN OFF THE OVEN/STOVE AFTER USE****
14. Do have a good time.

Youth Group Guidelines

It is understood and agreed that one chaperone (25 years or over) will be in attendance for every eight minors (under the age of 21) from beginning to end of your function. Police attendance may be necessary, depending upon the nature of your function. The North Hall Committee and the Board of Selectmen reserve the right to make this decision. It will be the responsibility of the applicant to make any and all arrangements should a police officer be necessary. You may do this by contacting the Huntington Police Department at (413) 667-8868.

LESSEE'S INDEMNIFICATION AGREEMENT

_____ (*Lessee Name*) shall, to the maximum extent permitted by law, indemnify and save harmless the Town of Huntington, its elected and appointed officials, officers, agents, volunteers, and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with Lessee's lease or use of the North Hall, 40 Searle Road, Huntington, MA 01050 for any damage to its real or personal property, or injuries caused to persons using the facility, that occur in conjunction with the lease or use of the above mentioned, unless the damage or injury is caused by the Town of Huntington's gross negligence or willful misconduct.

Signature

Date

Print Name and Title

Company Name (if applicable)

Company/Personal Address

Daytime Telephone

For what purpose will you be using/renting the building?

Damages

It is understood that the applicant accepts total responsibility for the full costs of repair, replacement and/or the cleaning of North Hall, its equipment, floors, walls, furniture, and any other property that has been damaged as a result of your event. Should this occur, the Town of Huntington will bill you accordingly. The applicant also realizes and accepts full responsibility for his guests and their actions.

Revised 6/3/14