

TOWN OF WASHINGTON
APPLICATION FOR USE OF BRYAN MEMORIAL TOWN HALL

PLEASE NOTE: THE USE OF TOWN BUILDINGS IS LIMITED TO RESIDENTS AND TOWN-BASED CIVIC ORGANIZATIONS, SCHOOLS AND CHURCHES. FEES WILL BE WAIVED FOR TOWN-BASED YOUTH GROUPS HOLDING EVENTS INVOLVING YOUTH ONLY.

ORGANIZATION OR APPLICANT: _____

RESPONSIBLE PERSON: _____

ADDRESS: _____ PHONE: _____

FOR THE PURPOSE OF: _____

PLEASE NOTE: THE MAIN HALL IS CLOSED DECEMBER 15 THROUGH MARCH 15 DUE TO UTILITY COSTS.**

SET UP DATE(S): _____ TIME: _____

DATE(S) OF ACTUAL EVENT: _____ TIME: _____

FEES: *(Two separate checks please.)*

_____	DEPOSIT:	\$200
_____	DAILY FEE:	\$100/DAY – MAIN HALL
_____	GROUND/OUTSIDE TENT:	\$100/DAY (FEE IS NOT REQUIRED FOR FOOD PREP TENT)
_____	UPSTAIRS HALL:	\$50/DEPOSIT/\$50/DAY

- **Checks should be made payable to the Town of Washington.** Deposit will be returned provided premises are left in good order.

PLEASE READ THESE REGULATIONS CAREFULLY PRIOR TO SIGNING. YOUR SIGNATURE INDICATES YOU/YOUR ORGANIZATION WILL COMPLY WITH THE REGULATIONS AND INSURES YOU WILL LEAVE THE BUILDING IN THE SAME OR BETTER CONDITION.

- A certificate of liability insurance with limits of at least \$500,000 naming the Town of Washington as an additional insured must be submitted with this application. It is understood the Town is not responsible for any personal injury or damage incurred as a result of this event.
- By signing this application you and/or your organization claim full responsibility for the care of the building, removal of trash, resulting cleaning, damages and/or injury that may result. You and/or your organization will hold the Town of Washington harmless for same. You will comply with the regulations as required and will leave the building in the same or better condition by noon of the day following the event. If a normal workday immediately follows the event, you assure the building will be ready the same evening as the event. For events exceeding 50 people you are required to contact the Washington Resident Trooper's office regarding the use of constables and parking.
- **You must provide a parking plan and attendant for events exceeding 100 people held during the Depot's regular business hours.** For events exceeding 100 people you are required to contact the Washington Resident Trooper's Office to determine if a constable and/or signage will be required. (If required, fees for constable services will be billed directly through that office.) (860-868-9671)
- Please note location of fire extinguishers and fire exits. **If your event is open to the public, you MUST check with Fire Marshal Donald Etherington (860-868-7451) to insure the setup, decorations, etc. are not in violation of fire prevention laws. Please call in advance for an appointment.**
- Kitchen facilities are not available. Food preparation must take place at another location. Applicant must provide own dishes/silverware.
- Arrangements for the key should be made with the Selectman's Office during regular business hours and must remain in the possession of the person responsible for the building. **THE KEY MUST BE RETURNED THE FIRST BUSINESS DAY AFTER USE.**

- Please use only the facility for which you have applied.
- Please provide adequate supervision of children at all times.
- Please leave the facility in the same or better condition:
 - a. Wipe spills immediately from floors.
 - b. Wipe spills from walls with plain water only.
 - c. Replace chairs, tables and other equipment to their original location. Take care to prevent scraping and scuffing of floors. Please **DO NOT DRAG** chairs/tables.
 - d. Tidy bathrooms, remove trash and turn off lights. ***LARGE EVENTS MAY REQUIRE DUMPSTER RENTAL.**
 - e. Sweep main hall, kitchen and main lobby.
- When leaving the building, please:
 - a. Turn off all indoor lights.
 - b. Lock all doors and close all windows (check men's bathroom and Land Use meeting room).
 - c. REMOVE ALL TRASH FROM PREMISES.
 - d. Promptly report damage, accidents, or unusual situations to the Selectman's office. 860-868-2259
Applicants will be responsible for any costs due to damages incurred.
- Tacks, nails, paint-removing tapes or any type of defacing materials are not to be used in the building.
- Please note on the application if an outside tent will be used and the location. A building permit and building fee will be required for other than a food prep tent, which must be located to the rear of the building. **It is essential you check with Selectman's Office prior to installation of tents.**
- **The front driveway must remain clear during Town Hall business hours.** All deliveries are to be made via the rear door of the Main Hall, unless dimensions of articles are too large to fit through the rear door. The rear parking lot must be used during Town Hall business hours and during hours when Depot businesses are open. All workers should use rear parking lot.
- Town Hall custodian is John Gueniat. You may feel free to consult with him concerning operational problems, lighting, wiring, use of ladders, etc. prior to the event. However, he is **NOT** available for setup, moving of tables, etc. during normal business hours.
- Bar setup must include floor protection.
- **PLEASE DO NOT EXCEED** capacity numbers for each room. Main Hall: Dance/Banquet: 180, Seated-no tables: 225, Standedes: 480. Upstairs Hall: Seated: 50, Standedes: 75.
- Per State Law, **NO SMOKING IS ALLOWED IN THE BUILDING!**

I have read and agree with the above requirements.

SIGNATURE: _____ DATE: _____

Please obtain the following authorizations indicating you have provided the necessary approvals:

Parking Plan/Attendant:

_____ (attach plan)
Resident Trooper (868-9671)

Police Supervision:

Resident Trooper (868-9671)

Fire Marshal:

Donald Etherington (868-7447)

Tent Permits/Lighting:

Building Inspector (868-0844)

Custodian (John Gueniat (868-2259)

Insurance:

Selectman's Office (868-2259)

Trash Removal:

Selectman's Office (868-2259)

Deposit Received: _____

Fee Received: _____

Deposit Returned: _____

Date: _____