



TOWN OF HOLLISTON
APPLICATION FOR USE OF UPPER TOWN HALL

Description of Function: _____

Date of Function: _____

Hours of Function (no later than midnight): _____

Name of Organization (if applicable): _____

Person Responsible For the Function: _____

Address: _____

Contact Number: _____

Email Address: _____

Expected Number of Attendees? _____

Will alcohol be sold¹? ___ YES ___ NO

Will alcohol be served²? ___ YES ___ NO

¹Selling alcohol requires a *license* from the Select Board. The license application is attached. A TIP certified bartender must be used in the case of a license and the applicant must provide proof of liquor liability insurance.

²Serving but not selling alcohol requires a *permit* from the Select Board. The permit application is attached and the applicant must provide proof of liquor liability insurance. Please note that a certified TIP bartender must serve the alcohol.



TOWN OF HOLLISTON
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FEE SCHEDULE

Rental Fees:

- Holliston Residents: \$1000
- Non-Profit Organizations:* \$500
- Non-resident: \$1500
- Security/Cleaning Deposit: \$1000 Check Only (from contract signatory)
- One Day Alcohol License or Permit: \$50

A Reservation Fee of one-half the total fee must be paid within 10 days of booking. This fee will be applied toward the rental or forfeited if the event is canceled within 7 days of the event. Fees, except those involving Light & Sound, may be waived at the discretion of the Select Board.

An additional fee is charged for theatrical Lighting & Sound. Access to theatrical Lighting & Sound is through the Washington Street Players, Inc. and the fee is paid directly to them. Fees for Light & Sound may be waived at the discretion of the Washington Street Players, Inc. Please contact Mr. Larry Wise at 508-259-1279 for Lighting & Sound pricing.

A floor plan showing the proposed placement of chairs, tables and other furnishings must be attached with the application. The facility is not available for commercial activities or promotions.

Building access is through the use of a mobile phone application. No physical key will be provided. Instructions for downloading and installing the application will be emailed to the contract signatory. **Please note you will forfeit your entire security deposit if we find the doors have been propped open during your event.**

* Tax ID Number must be provided. The rental deposit must be in the form of a check issued from the Non-Profit Organization.



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RENTAL TERMS

The applicant shall hold the Town of Holliston harmless from any and all claims, liability, assessments or damages as a result of the applicant's use of the Upper Town Hall.

1) HOLLISTON TOWN HALL RENTAL NOTICE REGARDING FORFEITURE OF DEPOSIT I
_____ of _____

Understand that the security deposit for the event described on the attached Application for Use of Upper Town Hall will be forfeited in the event of failure to comply with the requirements and conditions set forth in said Application and the attachments to the Application, including but not limited to the following prohibitions: Alcohol in the building without a license or permit or a certified TIP bartender with insurance; overcrowding in the building or any exits are obstructed; trash left inside the building or trash barrels not emptied or trash bags (45 gallon) replaced; floors are not swept clean or appliances and counters are not washed or bathrooms are not cleaned or the tables and chairs are not washed and put back as directed in the picture posted in the kitchen; staples, tape or nails in the walls or floor or helium balloons in the building; fans left on, lights left; doors left unlocked or propped open or failure to return electronic door card key; smoking in the Town Hall; items left in the refrigerator; deliveries or pickups other than the day of the rental; or the event goes beyond the midnight deadline.

Signature/Date:

- 2) This facility is generally unavailable on Monday evenings. The Town reserves the right to cancel an event in an emergency situation. A floor plan depicting the placement of chairs, tables and other furnishings for an event will be reviewed by the Building Inspector at least one week prior to the event. Occupancy is limited to 250 people. Parking is located behind the building and to the south side of the building. On street parking is limited. Use of the hall includes access to 130 chairs, 16 round tables (8 persons per table) and 5 rectangular folding tables. Overhead lighting is also available. The hall is approximately 50 feet wide and 60 feet long with hardwood floor throughout and a ceiling at 25 feet. The stage is approximately 30 feet wide and 22 feet deep with hardwood floor throughout and overhead clearance at the stage curtain of 12 feet. The kitchen is approximately 14 feet by 22 feet with a ceiling at 10 feet.
- 3) The kitchen includes a sink, oven/stove, microwave, refrigerator, counters and cabinets. Food preparation is limited to warming and serving. Food waste must be disposed of or in a plastic bag and then put into the gray wheeled trash containers outside at the back of the building.



- 4) Access is through the front and side doors on the main level. ADA access is available from a ramp to the main level and an elevator from the main level to the Upper Town Hall. A fully accessible bathroom is located to the left of the stage ("stage left"). Controls for overhead lights are located next to the double door entrance. Controls for overhead lights for the stage are located on the wall at "stage right". Heat and air conditioning are provided and included in the rental fee.
- 5) Decorations must be non-flammable. **Nothing may be taped, tacked, stapled or nailed to any surface.** Rice, birdseed and glitter are not allowed. No helium balloons. No smoke or fog machines. All exits and windowsills must be kept clear and unobstructed. No curtains or other materials may be placed in front of the air intake vents or security cameras. Smoking is prohibited throughout the building. Candles are not permitted. No animals or pets. Children must be under the supervision of a responsible adult at all times, whether inside or outside the building. All areas used for a function, including floors, stairs and bathroom, must be "broom clean" after the event. All tables and chairs must be returned to the kitchen. All trash must be cleaned up with new liners placed in the trash containers and then put into the gray wheeled trash containers outside at the back of the building. All chairs must be stacked 14 high on the chair carts. All decorations must be removed inside and outside the building. All lights and fans must be turned off.
- 6) Inspections after the event will be conducted by the Facility Manager. Some or all of the \$1000 deposit will be forfeited to the Town of Holliston if cleanup is not satisfactory or physical damage as a result of the event is observed. **Please note that a representative of the town may stop by during the event to ensure compliance with these Rental Terms.**
- 7) Access to areas beyond the Upper Town Hall, except the bathrooms on the main floor, is prohibited. No one shall go beyond the elevator access or bathrooms on the main floor or beyond the hall in the upper Town Hall unless prior permission is granted. Access to the balcony is prohibited except by arrangement with the Select Board's office. In no case shall anyone enter the rooms behind the balcony or go up the stairs beyond the balcony level.
- 8) Please note the Town Hall has an internal and external security camera system. Disabling, tampering or purposely blocking these cameras will result in forfeiture of the security deposit.

Signature/Date:



Fire Prevention Regulations for Places of Assembly (Upper Town Hall)

Decorations, Curtains, Draperies:

Only decorations, curtains and draperies that are not classified as "flammable decorations" shall be allowed. Where a topical flame retardant finish, not of a permanent nature, is applied to a decoration, curtain or draperies, a certificate of such treatment and a sample of the treated decoration, curtain or draperies shall be filed with the head of the fire department. The certificate shall be renewed whenever the decoration, curtains, or draperies are laundered or dry-cleaned. [527 CMR 10.17 (2), 527 CMR 21.02] No decorations, curtains or draperies shall be so placed as to obstruct exits, access thereto, egress therefrom, or visibility thereof. [527 CMR 21.02(7)]

Overcrowding:

No person shall permit overcrowding or admittance of any person beyond the established posted occupant load of any place of assembly. [527 CMR 10.17(1)(d)] The head of the fire department, upon finding overcrowded conditions or obstruction in aisles, passageways or other means of egress, or finding any condition which constitutes a hazard to life and safety shall cause the performance, presentation, spectacle or entertainment to be stopped until the area posted occupant load is re-established or the obstruction or hazardous condition is removed.

Exits:

The operator or the person in charge of operation or use of any place of assembly shall check egress facilities before such building is occupied for any use, to determine compliance with the provisions of the Board of Fire Prevention Regulations. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed. [527 CMR 10.17(4)(a)] An egress door shall not be locked, bolted or otherwise fastened or obstructed by any means, so that the door cannot be opened from the inside by the use of the ordinary door latch or knob or by pressure on the door or on a panic release device except as provided in the State Building Code. [527 CMR 10.17(4)(b)] Where chairs, or tables and chairs, are used the arrangement shall be such as to provide for ready access by aisles to each egress door. Aisles leading directly to an egress door shall have not less than 44" clear width. When serving an occupant load of 50 or less, such required clear width shall not be less than 36". Aisles shall not be obstructed by chairs, tables or other objects. [527 CMR 10.17(4)(c)]

Any questions about these regulations should be directed to the Holliston Fire Department



What you need to bring if you are using the kitchen

Dish Towels

Pot Holders

Sponges

Paper Towels

55 Gallon Heavy Duty Trash Bags

Zip Lock Bags

Foil

All Serving Utensils

Dish Detergent

Cutting Board

Can Opener

Pots/Pans

Please take all your cleaning supplies back home with you.

All Trash Barrels must have a clean replaced plastic bag

All Tables must be washed and put back

All Chairs must be placed on casters and stacked 14 chairs high