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 _____

Person Responsible for the function _____

Address _____ Phone _____

Email address _____

Will function be catered? _____ Will alcohol be sold? _____ Will alcohol be served? _____
(Serving but not selling alcohol requires a permit from the Board of Selectmen. The permit application is attached. Selling alcohol requires a license from the Board of Selectmen. 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 for both a license and a permit.)

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, except those involving Light & Sound, may be waived at the discretion of the Board of Selectmen. Fees for Light & Sound may be waived at the discretion of the Washington Street Players, Inc.

Rental Fees:	Non-profit organization	$100	_____
	Holliston resident	$200	_____
	Non-resident	$300	_____
	Light & Sound (per hour)	$ 20	_____
	Alcohol License or Permit (per day)	$ 50	_____
	Security Deposit	$300	_____

TOTAL FEE FOR THIS FUNCTION: _____

The Selectmen reserve the right to waive any and all fees on a case by case basis.
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 cancelled.

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

Applicant's Signature _____ Date _____
The attached Notice Regarding Forfeiture of Deposit must also be completed and signed.

This facility is generally unavailable on Monday evenings. The Town reserves the right to cancel an event when the facility is needed for a Town committee meeting. 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 160 chairs, fifteen round folding tables (8 persons per table), a conference table and six 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. The kitchen includes a sink, oven/stove, microwave, refrigerator, counters, cabinets. Food preparation is limited to warming and serving. Food waste must be placed in a plastic bag and then into trash containers which should be wheeled outside and placed at the curb near the side door facing the Congregational Church.

Access is through the front and side doors on the main level. Handicap 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"). A lift providing access to the stage level is located next to the bathroom (key access from the Selectmen's office). 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. However, windows and doors must be kept closed in order to maintain comfortable temperatures. If ceiling fans are to be used, please make arrangements through the Selectmen's office.

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. 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 storage room. All trash must be cleaned up new liners placed in the trash containers and removed from the building to the trash container located to the rear of the building. All chairs must be stacked 14 high on the chair dolleys. All decorations must be removed inside and outside the building. All lights and fans must be turned off. Windows must be closed. Inspections after events will be conducted by representatives of the Selectmen's Office. The deposit will be forfeited to the Town of Holliston if cleanup is not satisfactory.

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 Selectmen's office. In no case shall anyone enter the rooms behind the balcony or go up the stairs beyond the balcony level.

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