

RULES AND REGULATIONS FOR USE OF THE GREAT HALL
MEMORIAL TOWN HALL, SPENCER, MASS.

1. Application for use of the Town Hall and Indemnification Agreement must be filed by renter with the **Town Administrator**.
2. A security deposit of \$100.00 payable to the Town of Spencer must be received by the **Town Administrator** prior to the event. The deposit will be returned within 7 days after the event provided there is no damage done to the floors, walls, windows, bathrooms, hallways, equipment, etc. Committees, Boards and Departments of the Town of Spencer shall be exempt from the deposit.
3. The custodian will be paid a fee by the renter for his services, the rate determined by his regular **overtime** pay scale.
4. The organization must arrange for its own tables and chairs. **Arrangements may be made to use the Town's chairs and tables. The renter is responsible for setting up and taking down the chairs and tables.** Persons setting up must be careful not to drag the tables and chairs across the floors. All tables and chairs must have rubber knobs on each leg.
5. If the event is catered, or food is brought in, persons in charge must set up their "kitchen" in either the rotunda or the concession stand area keeping in mind not to be careless with the food. There is an additional charge to obtain a Common Victualler License and for a Board of Health inspection if food is to be served.
6. All clothes racks will be stationed in the hallways, not the rotunda.
7. Any bands scheduled to perform must come through the rear door of the Great Hall. **Any entertainment on a Sunday must be approved by the Selectmen and licensed by the State.**
8. If the event requires wires, etc., such as a flea market, no wires may be taped to the floors. Also, no papers may be taped to the floor. No helium balloons allowed.
9. Renter of Great Hall must have \$1,000,000 occ/\$1,000,000 AGR certificate of liability insurance naming the Town of Spencer as additionally insured and certificate holder.
10. Alcohol may be permitted on a case-by-case basis as decided by the Board of Selectmen. **A Special License is required by the ABCC from the Board of Selectmen as Licensing Authority. The Licensee must be an individual, not an organization.** It is mandatory that police be used for any event serving alcohol. Selectmen may institute other requirements as needed for events serving alcohol.
11. If alcohol is to be served, in addition to the insurance noted in item #9, renter must also have a \$1,000,000 certificate of **liquor liability** insurance naming the Town as additionally insured and certificate holder.
12. If decorations are to be used, the Fire Chief must be contacted to obtain a permit.
13. An event may require police officers. Renter must contact Police Chief for a recommendation. (Mandatory for events with alcohol—see #10).
14. Users of the Town Hall are responsible for taking away and disposing of their own trash.
15. Under the Clean Indoor Air Act, all municipal buildings are smoke free. There is to be no smoking in any part of Memorial Town Hall or on the grounds.

THANK YOU FOR YOUR COOPERATION

(Revised 10/02)

Per Order Spencer Board of Selectmen