

Town of Albany

1972 A NH Route 16

Albany NH 03818

www.albanynh.org

603-447-6038

Municipal Facility Use Policies & Procedures

Use of municipal facilities must be scheduled through the Selectmen's Office (447-6038 or contact@albanynh.org). Approval must be obtained from the Board of Selectmen. Please allow a minimum of two weeks for this process.

I. Fees:

Rental fees may apply. Please refer to the Municipal Facility Use Application for a fee schedule. Payment must be submitted in advance of the actual event. The Albany Board of Selectmen reserves the right to waive fees.

II. Keys:

Keys to the Town Hall will be furnished up to seven days in advance of the event. The renter is responsible for securing the entire building when the event is over.

The renter is responsible for turning off lights, closing windows and locking the building. Keys must be returned to the Selectmen's Office during regular office hours: Monday – Thursday 9:00 am – 4:00 pm, Friday 9:00 am – 12:00 pm, or left in the mailbox at the entrance to the Town Offices after hours.

III. Alcoholic Beverages:

Alcoholic beverages are allowed in the Albany Town Hall for private functions ONLY. Alcoholic beverages are prohibited in all other parts of the municipal building. Renter is completely responsible for all conduct and activity inside the facility.

Alcoholic beverages are permitted on a “bring your own” basis. Alcoholic beverages may be served at the Albany Town Hall if permission is obtained prior to the event. If alcohol is to be served, the renter MUST provide a certificate of liability insurance prior to the event. Please see section **XII. Liability Insurance** for requirements. Any organization, charitable or otherwise, holding a one-day function will require application to the NH Liquor Commission. If a private caterer is hired, a liquor license issued by the State of New Hampshire Liquor Commission will be required, together with a Certificate of Liability and Waiver. To obtain a one-day liquor license contact Mr. John Reed, Licensing Representative, NH Liquor Commission, at 603-271-1722, voice mail #1331324.

IV. Trash:

All trash is the responsibility of the renter and must be removed from the property at the conclusion of the event. Please try not to allow cups or cans with liquid to go directly in the trash, or you may have a drippy mess on your way out of the building.

Barrels are located in the closet of the Town Hall.

All barrels must be lined at all times with the trash bags provided.

V. Cleaning:

All renters are required to leave the facility in the same condition in which it was found. Cleaning up must be done immediately following the event, unless permission is granted in advance for a delay until the next morning.

A refundable cleaning deposit of \$50 is charged for all private events.

Cleaning materials including, wet mop, push broom, dustpan, vacuum, cleansers and trash bags for this building are located in the closet. Additional cleaning materials are located in the kitchen under the sinks.

VI. Tables & Chairs:

Tables and chairs located within the facility are for your use. Fold all folding chairs and tables and stack them against the south side wall.

VII. Kitchen:

Kitchen facilities are available.

There is flatware and utensils available for your use. The kitchen also has large mixing bowls and stock pots.

All foodstuffs must be removed following the event.

X. Damages:

The renter is responsible for any damages.

In the event of damages, no matter how minor, the Town reserves the right to obtain a quote for the repair of damages and to bill the renter appropriately. Failure to pay for damages as billed may result in the revocation of the privileges to use municipal property for future functions and/or legal redress.

XI. Heat:

During the winter months, adjustable thermostats should be set at a maximum of 70 degrees. The thermostat must be turned down to 55 degrees before leaving the building. The thermostat is located on next to the kitchen door.

XII. Liability Insurance:

The Town of Albany requires liability insurance for any event held in the municipal building. A certificate of liability insurance must be obtained in the amount of \$1,000,000 each occurrence, with the Town of Albany named as additional insured, and ***must not exclude*** liquor liability.

For events at which alcohol is served a Waiver of Liability must also be provided. Renters can navigate to: ***<https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>***

Click on purchase or quote under TULIP-event insurance. The venue ID code is: OB54-317 (PRIMEX - New Hampshire Public Risk Management Exchange - Town of Albany - 1972 Route 15).

XIII. Storage

No storage of materials of any kind is permitted in the Albany Town Hall.

XIV. Miscellaneous Rules:

- Nothing is to be used to hang or fasten things to the windows, walls, doors or ceilings, including masking tape, transparent tape, duct tape, glue, tacks, push pins, staples, nails or other forms of attachment that could damage or mar the walls or woodwork.

The renter will supply removable wall mounting tabs for decorating purposes at their expense. No substitutions are permitted.

- Balloons and streamers are welcome. Balloons must be secured to ensure they don't float to the ceiling where they become difficult to retrieve. Again streamers should not be glued, tacked, taped or nailed onto the infrastructure.
- No candles are allowed, except celebratory cake or ceremonial candles.
- **No smoking. Smoking is prohibited, per Revised State Statutes Annotated, Chapter 155:64-77.**
- Music may be played only at levels that do not disturb the neighbors.
- The renter is completely responsible for the behavior of and damage caused by anyone attending the function.
- The Albany Board of Selectmen reserves the right to enforce these rules at the Albany Town Hall.

Failure to obey these Policies & Procedures may result in revocation of privileges to use municipal property for future functions and/or legal redress.

Albany Board of Selectmen

Applicant's Checklist

Have you remembered to...

- turn off all appliances, including the coffee maker and stove burners?
- turn off the lights?
- turn down the heat to 55 degrees?
- remove your trash?
- clean and sanitize the bathrooms and kitchen (where applicable)?
- return chairs and tables to their rightful places?
- leave the space as you found it?
- return the key to the building to the Selectmen's Office?