



Town of Northfield
Board of Selectmen
69 Main Street
Northfield, MA 01360
Phone (413) 498-2901
Fax (413) 498-5103

Agreement for Use of the Northfield Town Hall

Requested User/Organization	Address	Telephone
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Contact Person	Address	Telephone
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Area(s) Requested	Facilities Requested	Date/Time Requested
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Rental Area(s)_____	Fee_____
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Rental Area(s)_____	Fee_____
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Total=_____

Describe the intended use of facility:

The leasing organization will be held financially liable for any damage to the building or equipment attributed to their use.

The lessee and all his heirs and assigns agrees to indemnify and hold harmless the lessor against any and all claims for loss liability or damages arising out of the use of the premises hired or reserved by reason of the conditions of the premises or by the reason of management control or operation thereof. This indemnity shall apply to all persons upon premises reserved by invitation of the lessee, its agents or assignees.

Please be aware that because you are renting a space in a public building there is no guarantee of privacy. The Northfield Town Hall is an emergency center. The Town reserves the right to cancel reservations without notice, compensation, or recourse.

Signature – Representative for User/Organization

Date

Signature – Board of Selectmen or representative

Date

Please return the space to the condition you found it. Thank you!



TOWN OF NORTHFIELD
69 MAIN STREET
NORTHFIELD, MASSACHUSETTS 01360-1017

www.northfield.ma.us
P: 413-498-2901
F: 413-498-5103

Rules and Regulations for Use of the Northfield Town Hall

Fees:

	<i>Capacity</i>	<i>Northfield based non-profit civic or religious organizations*</i>	<i>Northfield based organizations with admission charge</i>	<i>Individuals, non-Northfield organizations and groups, and all for-profit individuals and organizations</i>
Auditorium	100	\$-0-	\$50.00	\$75.00
Dining Room	50	\$-0-	\$25.00	\$40.00
Kitchen		\$-0-	\$35.00	\$100.00

**The Board of Selectmen will accept donations toward the maintenance and upkeep of the Town Hall from groups for whom the rental fee is waived.*

Scheduling Procedure:

- The renter must make reservations for use of the Town Hall with the Town Secretary in writing at least ten (10) days in advance of the need. The Town Secretary will inform the renter of the rules and regulations, scheduling procedures, available dates and times, fees and insurance requirements.
- All renters must sign the "Agreement for Use of the Town Hall" form. In addition, a certificate of insurance listing the Town of Northfield as an additional insured may be required.
- The sale or use of alcoholic beverages requires a special liquor license from the Board of Selectmen. An application for the license must be completed and returned to the Town Secretary ten (10) days before the intended use. Liquor liability insurance listing the Town of Northfield as an additional insured is required.
- Before a date can be scheduled the renter must deliver to the Town Secretary a:
 1. completed agreement form
 2. check for fees (if any) made out to the Town of Northfield.
 3. certificate of insurance (if required)
 4. certificate of liquor liability insurance (if required)
- Weekend users should obtain building keys from the Town Secretary before 4:00 p.m. on the prior Thursday.

General Regulations:

- Smoking is prohibited in the Town Hall.
- Fire and open flames (including candles) are prohibited unless specifically allowed by written permit from the Fire Chief.
- All activities and events must end by 10:00 p.m. on weekdays and 12:00 a.m. on Friday and Saturday unless the Board of Selectmen has granted prior approval.

Responsibilities of Renter:

- Renters are responsible for opening, closing, the condition of, and final security of the facility area in use. Renters are responsible for leaving the facility in an as good, or better, condition.
- Renters are responsible for supervising the conduct of their group and guests. Renters assume the financial responsibility for any resulting damage or malfunction to an area or facility attributable to their use.

Violations of these policies may result in revoking the privilege of use of the Town Hall. The Board of Selectmen has final authority over the use of the facilities and reserves the right to waive or alter these policies.

Please be aware that because you are renting space in a public building there can be no guarantee of privacy. The Town reserves the right to cancel reservations without notice, compensation, or recourse should the needs of the Town require the use of the building.