



Town of Stoneham

Town Hall Room Rental Application

Auditorium/Banquet Room

Organization: _____

Organization Type: Civic Organization Non-Profit (Circle One)

Contact Person: _____

Phone Number: _____

Address: _____

Email Address: _____

Type of Event: _____

Date of Event: _____ Time of Event: _____

Room Requested Auditorium Banquet Room (Please circle one)

Room set-up _____

(theater style, perimeter seating, etc.)

Fees (per day):

- \$125 per hour
- \$500/6 hours
- \$100/hr. each additional hour
- \$20/hr. energy surcharge fee
- \$200 Custodial deposit
- \$250 Security deposit

Please note: There is no room charge for groups affiliated with the Stoneham Town Government for meetings and special events. A custodial fee applies to all organizations when Town Hall is closed**

Please submit payment with your application. Your payment should include the Room Rental Fee, Security Deposit, Energy Surcharge Fee and Custodial Deposit. The Town will not confirm a room reservation without proper payment.

Will there be?

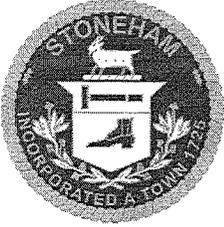
	No	Yes	If yes, then -
Food/catering			A catering permit will need to be obtained from the Health Department.
Paid Admission			An Entertainment License may be needed. This license is approved by the Select Board.



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TERMS AND CONDITIONS FOR RENTAL

1. Municipal government meetings have a priority for the use of all meeting rooms.
2. There is an hourly fee rental associated with each room (There is no charge for groups that are part of the Town government for special events)
3. Meeting rooms are available for not for profit and Civic Organizations only.
4. No political activity is permitted, except for duly recognized elected Town political committees.
5. Meetings must end and be broken down by 10:00 p.m.
6. Prior approval is required for the use of the projection screen, sound system, stage and Organ. **Organ use will be subject to approval and must be operated by a Town approved experienced organist.**
7. There are no kitchens facilities or refrigeration.
8. No outdoor cooking/grills are allowed on Town property.
9. Food service requires a Catering Permit from the Health Department.
10. No alcoholic beverages allowed to be brought into, served, consumed or stored in any Town building.
11. No smoking, use of Marijuana products or any act that is a violation of the Stoneham Bylaws, or State or Federal law is permitted. By signing below, I hereby agree to abide by all of the Policies and Conditions of Use for the above facility, and all of the laws and bylaws of the Commonwealth of Massachusetts and the Town of Stoneham
12. Rental furniture must be picked up the morning after the event. If the event is on either a Friday or a Saturday, rentals can be scheduled to be picked up on Monday. Please note that someone from your organization must be onsite during pickup.
13. **No candles or open flames allowed anywhere in Town Hall or any other Town Building.**
14. Nothing is to be hung on the windows or walls anywhere in Town Hall. No coverings are permitted on the windows of the Auditorium.
15. Due to the age of the Town Hall Building, anything plugged into an electrical outlet must receive prior approval from the Building Department to avoid preventable power outages.
16. Applicant must check with the Fire and Police Departments on the need for a fire and/or police detail during their event, which will be at the applicant's expense.
17. Rental items such as tables and chairs, etc. will NOT be set up/broken down by the Town's custodial staff. At the end of each event, all rental equipment must be broken down and moved aside so that the Town Custodian has access to clean the entire facility.
18. Someone from your organization must be on-site when materials are being delivered/retrieved
19. **NO BLOCKING PARKED CARS IN THE LOT BEHIND THE TOWN HALL** when materials are being delivered/retrieved.
20. There must be a member of the Town's custodial staff on-site. There is a fee of approximately \$50/hour for the custodian. It is an hourly fee and starts from the time you request to enter the building (for set-up, deliveries, etc.) until approximately 2 hours after the function for cleaning. There is a 4 hour minimum for custodial services paid in advance in addition to any other fees.
21. The individual or group using the meeting room indemnifies the Town of Stoneham for any action that may take place in the use of any meeting room or ancillary facility including lobbies, public areas, parking lots, or driveways. The Town of Stoneham will not be responsible for injury to persons or property while any group uses the building or grounds.
22. Damage to the facilities must be reported promptly, and the group or individual using the facility may be charged for damage or wear and tear beyond what is reasonable
23. Facilities must be left neat and orderly, in the same condition as they were found; Failure to do so will result in a loss of future use of the room.



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RELEASE AGREEMENT

As a visitor, guest, steward, renter, or observer at any Town of Stoneham owned property, I understand that my use of or presence on any Town of Stoneham property may involve certain risks of personal injury or damage to any of my property. I hereby release, discharge, indemnify the Town of Stoneham from any and all claims and lawsuits for personal injury, death, or property damage resulting to myself or anyone else; I do so under seal on behalf of myself, heirs, executors and survivors.

Signature Date

Printed name: _____

Address: _____

City/State/Zip: _____

CANCELLATION POLICY:

Please cancel event at least 48 hours in advance of your reservation date. If cancellation is not received within requested time frame, a minimum custodial fee of four hours will be charged and your security deposit will not be reimbursed. Please contact the Town Administrator's Office at 781-279-2600 for cancellation.

I have read the terms and conditions outlined above and agree to the rules set forth,

Signature of applicant date

Please return completed forms and payment to:
Town Administrator's Office
35 Central Street
Stoneham, MA 02180

FOR OFFICE USE ONLY

Approval: _____ Date: _____
Town Administrator

Room rental paid:	\$ Check #	Date:
Security deposit paid:	\$ Check #	Date:
Custodial deposit paid:	\$ Check #	Date: