



TOWN OF ALSTEAD

Select Board Office
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TOWN HALL APPLICATION FOR USE

Applicant name _____ Telephone _____

Address _____

Date and hours of use _____

Purpose _____ Number of Guests _____

The Applicant agrees to leave the hall and rest rooms in a clean and orderly condition with furniture returned to its original position. **All trash must be removed from premises.**

DECORATING

- Pictures are NOT to be removed from the walls.
- Do not tape or pin posters or pictures to walls or acoustic panels.

The maximum number of persons allowed in the Hall per our Assembly Permit is 155.

Use of alcoholic beverages for private parties requires proof of tenant user's liability coverage. Coverage can be obtained through the Town's insurance carrier. Use of alcoholic beverages at Town events is not disallowed by the Town's insurance carrier and is permitted with appropriate discretion.

SMOKING is not allowed in the Town Hall. Should there be smoking outside, please provide proper disposal means for cigarette butts.

AMPLIFIED MUSIC and other audio ends at 11pm. All amplification must be at reasonable levels as not to disturb those living in the local neighborhood.

RENTAL RATES

There is a \$50.00 "refundable cleaning and return key" deposit paid separately and in advance along with the following fee:

June - September \$35.00/day residents, \$100.00/day non-residents	Fee paid: _____
October - May \$55.00/day residents, \$150.00/day non-residents	Fee paid: _____

Use of Town property for fundraising is limited to Alstead non-profits and rental rates are waived. Use of Town property for community events such as free activities or classes with a nominal materials charge is limited to Alstead residents and rental rates are waived.

In consideration of being permitted to use a Town facility the Applicant agrees to indemnify and hold harmless the Town, its officers, employees and insurers from and against all liability, claims, and demands, which are incurred, made, or brought by the Applicant or any person or entity, on account of damage, loss, or injury including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facility, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town, its officers, its employees, or from any other cause whatsoever.

By signing the Applicant also agrees to reimburse the Town for any and all costs associated with cleanup, damage, loss or injury to the facility or to any property or equipment therein.

Applicant signature _____ Permission granted _____

Alstead Town Hall Rental Covid-19 State of Emergency Guidelines

This guidance applies to events that bring individuals together for a planned event or celebration. Group social gatherings, such as weddings, receptions and other celebrations, bring individuals from many communities together. In addition to guidance set forth in the universal and food service guidance, the State of New Hampshire sets forth the following guidance to reduce exposure to COVID-19 to protect individuals attending and working at these events and the wider community.

Considerations: When planning these events, please consider the following: crowd density, nature of contact between participants, number of participants coming from states or areas that are currently heavily impacted by COVID-19 within 14 days of the event, age or health of the participants, duration and mode of travel of participants, and that the length of the event may increase the risk of transmission.

For celebrations and meals, organizers must follow the food service guidance as well as the following:

- 1) All organizers, staff, volunteers and attendees are strongly encouraged to follow physical distancing guidelines. This includes maintaining a distance of at least 6 feet between individuals and a distance of 6 feet between household groups.
- 2) Tables spacing should be maintained so people sitting at adjacent tables are more than 6 feet apart, and servers should be able to maintain social distance while interacting with tables. People moving between tables (e.g. customers going to the restroom) should also have adequate space to move between tables.
- 3) Crowding should be minimized, and organizers should consider using distancing measures to reduce close contact among people during the gathering. This includes minimizing congregation at buffet tables, rest rooms, and water/drink distribution areas.
- 4) Face coverings should be worn when social distancing is not possible.