

Town of Greenfield  
**MEETING HOUSE**  
Rental Contract Application  
 776 Forest Road, Greenfield NH 03047  
 603-547-3442, (fax) 603-547-3004

Name: \_\_\_\_\_

Copy – DPW

Type of Use	Date(s)	Start Time	End Time
Set-up:	Date	Time	

**Rental Fees (*half days prorated*):**

Make checks payable to: Town of Greenfield

**Main Floor Town Hall and Upstairs Kitchen Use:**

- Resident Private Rental fee \$60.00 / 8 hr. day
- Non-resident Private Rental fee \$250.00 / 8 hr. day
- Business/Organization Private Rental fee \$250.00 / 8 hr. day
- Org. w/Serv. to Grfld Reg. Sch. Meeting: No Fee (*See Policy #15*)
- Org. Grfld Activity/Function, utility fee \$25.00 (*See Policy #15*)
- Town Gov. Department or Committee public use: No Fee

**Lower Level Basement Use:**

- Lower Hall Resident fee \$60.00 / 8 hr. day
- Lower Hall Non-resident fee \$250.00 / 8 hr. day
- Lower Kitchen fee \$75.00 / 8 hr. day

**Upper Floor Sanctuary Use:**

- Church Rental Resident fee \$60.00 / 8 hr. day
- Church Rental Non-resident fee \$250.00 / 8 hr. day
- Resident Memorial Service: No Fee

**Other Fees and Requirements to the Town:**

- Security Deposit \$250.00 Refundable Sep. Check (*See Policy # 2*)
- Alcohol Permit Approved by BOS (*See Policy #4*).  N/A
- Police Special Detail required (*See Policy # 5*)
- Certificate of Insurance \$1,000,000 is required (*See Policy #18*)
- Winter Heat Surcharge (*Oct. - Mar.*) add \$25.00 ea. 4 hour period

**Meeting House Rental Policies**

*Revised 7/20/2022*

1. **CONDITION OF PREMISES:** The renter must notify the Town Office at once of any facility problems discovered before or after the event. Call: DPW Director at 603-831-8562 or the Town Office at 603-547-3442. The premises must be left in good condition. Close all windows and lock doors.

2. SECURITY DEPOSIT: A (separate check) made out to the Town of Greenfield in the amount of \$250.00 is required. The deposit will be refunded to the renter, less any costs for damage and or clean up. The renter should notify the Town in writing if deposit is not refunded in four weeks. Renter is responsible for all trash clean up/removal and restoring the property back to the same condition as it was before the rental period. The renter is held liable for any damages/costs that exceed the \$250.00 during their rental period.

Any violation of the policies may be cause for withholding the Security Deposit. The Selectboard reserve the right to deny rental or use, to any group or persons who do not abide by these agreements or who does excessive damage to the facility.

3. FEES: All fees and deposits are required before the event. Checks should be submitted with the application form. The Selectboard may revoke any permit for just cause.

4. ALCOHOL PERMIT: An Alcohol Permit (separate form) may be obtained from the Selectboard. Please submit form with this application. Consumption of alcoholic beverages on Town property without such a permit is a violation of Town Ordinances and will result in court action. There shall be no consumption of alcoholic beverages by those under 21 years old.

Is alcohol present?  Yes  No

5. POLICE COVERAGE: Police coverage at the event is at the discretion of the Police Chief. If police coverage is necessary, then the renter is responsible for contacting the Police Department and paying compensation wages for each assigned officer at a rate of \$68.00/hour (which covers the Officer's rate, insurance, and additional town overhead & admin. expenses), for a four-hour minimum. To be billed after the event, by the G.P.D. The consumption of alcoholic beverages may require a police officer. Ticket sales at the door may require a police officer. Call 603-547-2535 for more information.

Is coverage necessary?  Yes  No

If yes, how many officers required? \_\_\_\_\_

Chief's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

6. DECORATIONS: **There must be no nails, pins, staples, tacks or tape inserted or stuck to the ceiling, walls, floors or doors in the Meeting House. Please.**

7. TRASH: The renter is responsible for removing all trash immediately after the event. All chairs, tables and any town property used will be kept clean and put back in the proper place. After each use the stoves and kitchens (if used) shall be cleaned. Empty the refrigerator/freezer.

8. No harsh chemicals or oils are to be used or put on the floors. No abrasive substances, such as cornmeal, etc. may be used. **Sweep and/or mop the floors as necessary after each use.**

9. **NO SMOKING** is allowed anywhere IN the building. **No open flames!**

10. No alcoholic beverages are allowed outside the building.

11. LIGHTS AND THERMOSTAT: Make sure all lights and appliances are turned off upon leaving. **Please turn the heat down to 58 when you leave.**

12. KEYS: The Meeting House must be locked when unattended. You are responsible. (It must be unlocked during the event.) **Keys may be obtained and signed out from the Town Office prior to the event.** The Sanctuary is keyed separately, ask for that key also if renting that area of the building.
13. PARKING: No parking on the grass.
14. EXITS: Do not block the exits. Do not block the fire or electrical panels with tables or chairs.
15. OUTSIDE ORGANIZATION USE: Any and all outside organizations, social groups or clubs *from Greenfield that service our community* may use the Meeting House for regular meetings at no charge. Any function by a Greenfield organization, group or club beyond their regular meetings, must reimburse the Town a fee of \$25.00 per activity/function to offset the cost of utilities.
16. SANCTUARY RENTAL: The renter must be responsible to clean the sanctuary before and after renting the facility. The town does not budget for this area to be cleaned.
17. MEMORIAL SERVICES: Resident Memorial Services are exempt from fees.
18. INSURANCE: Renter/User shall procure and maintain at its sole cost and expense, comprehensive General Liability Insurance in which the endorsement will be as follows:
  - The applicant shall furnish the Town with a **Certificate of Insurance form**;
  - **Town of Greenfield as “additional insured”** (*must be checked off or noted on the Certificate of Insurance form*);
  - Coverage is \$1,000,000 per occurrence;
  - Location – Greenfield Meeting House, 776 Forest Rd, Greenfield NH;
  - Certificate Holder - Town of Greenfield, 7 Sawmill Rd, Greenfield NH 03047;
  - Tell your agent these requirements – PleasePlease submit the form with this application or your agent can fax the form to 603-547-3004 or email: **officemanager@greenfield-nh.gov**. You may submit a COI that covers a 1-year period, if you will use the facility multiple times. *This requirement is not necessary for a Town event or use by a Town Department or Committee appointed by the Selectboard.*

If you cannot provide insurance, you can purchase a policy through a special program. For more information on how to purchase, please contact Primex at 1-800-698-2364. Or a renter can also go directly to <https://app.gatherguard.com/?v=OB54-034> to access rental information for the Meeting House. The code from GatherGuard for the **Town Meeting House** is: **OB54-034**.

19. INDEMNIFICATION AND HOLD-HARMLESS: To the fullest extent permitted by law, User shall protect, indemnify, save, defend and hold harmless the Town of Greenfield, including its officials, agents, volunteers and employees (“Indemnified Parties”), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified parties may become obligated or suffer by reason of

any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Agreement or the activities of User or its agents, employees, guests, vendors, contractors or subcontractors, and even if allegedly or actually caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

20. **RIGHT OF ENTRY AND TERMINATION:** The Town, its officers, agents and employees shall have the right to enter the Facility at all times during the Event to confirm User's conformance to this Agreement. If the Town determines, in its sole judgment, that it would like to terminate the License for any reason it shall have the right to immediately terminate this Agreement at any time without penalty or liability and User, its guests and vendors shall cease the event and exit in an orderly manner.
21. **CONFORMANCE WITH LAW AND RULES:** User agrees that User will abide by and conduct its affairs in accordance with this Agreement and all policies, laws, rules, regulations, and ordinances. User shall not engage in or allow any disorderly, unruly, loud, unsafe or illegal activity to occur at the Town Facility/Premises.
22. **CANCELLATION:** The rental fees are non-refundable due to the cancellation by the applicant.
23. **TENT PERMIT:** You must have an approved Tent Permit, if you are using tents on town property. Tent Permits are obtained from the Code Officer.
24. **TOWN SIGN:** The use of the Meeting House does not guarantee the use of the town sign on the Town Common. You must ask the Town Office to use the town sign, if it is available.
25. **WAIVER:** Upon your request directly to the Selectboard, you may ask the Board to waive the fees and/or insurance requirements for your use of the Meeting House. You must do this prior to submitting this application and attach the approved waiver in writing.

Notes:

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Renter's Information:

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

**I/WE AGREE TO ABIDE BY THE POLICIES AND ORDINANCES OF THE TOWN OF GREENFIELD, N.H. AND ASSUME ANY/ALL RESPONSIBILITY FOR THE MISUSE OF THE MEETING HOUSE BUILDING AND TOWN PROPERTY DURING THE RENTAL PERIOD.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Applicant)

Town of Greenfield:  Approved  Denied

By: \_\_\_\_\_ Date: \_\_\_\_\_