REQUEST TO USE STEVENS MEMORIAL HALL

Reservation Date(s): _____ Time(s):_____

Resident Responsible: _____ Address: _____

Telephone: _____ Email:_____

Non-Profit Organization: _____
(IRS Form 501C3, 501C4, 527 required to waive permit fee)

Number of Persons attending function: _____

Area(s) requested: ____ Auditorium ____ Dining Room ____Kitchen

Custodian needed to open and close Town Hall? Please Check "Yes" or "No." ____ yes ____ no

Alcohol Served? Please Check "Yes" or "No." ____ yes ____ no
If you or your guests will be serving or consuming alcohol at your function, please note: Serving alcohol within Town Property is at the discretion of the Board of Selectmen. With their approval, you must have a copy of the insurance binder on file with the Selectman's office, and a Police Officer must be arranged to be present from the time the alcohol is on the premises until the time the alcohol is removed from the premises. **The fee for a Police Officer is $57.00 per hour for a minimum of 4 hours (per Chester Police Department), payable to the Town of Chester, NH. A separate check is required for this charge.**

SECURITY DEPOSIT IS REQUIRED – Your requested date will not be held until a security deposit is paid. This security deposit will be returned in two weeks from completed event as per the conditions stated in "Check List for Return of Security Deposit" Form.

Date Received: _____ Check #_____ Amount:_____ Receipt #_____

RENTAL FEE REQUIRED – To be received no later than forty-eight (48) hours prior to the event.

Date Received: _____ Check # _____ Amount:_____ Receipt # _____

Cancellation of an event must be made forty-eight (48) hours in advance in order for a refund of security deposit.

PLEASE MAKE ALL CHECKS PAYABLE TO: TOWN OF CHESTER

- **I understand use of Stevens Memorial Hall is a privilege extended to me and I am aware this reservation may be cancelled with no notice due to Town emergency requiring use of the Hall.**
- **I have received and read the Rules and Regulations relating to the use of Stevens Memorial Hall and agree to abide by them.**
- **I agree to hold the Town of Chester, NH, its agents and employees harmless for any loss, damage or injury incurred during the time I have reserved Stevens Memorial Hall.**
- **Failure to comply with the requirements of this permit shall result in cancellation of this reservation and retention of my security deposit.**

Signature _____ Date _____

Please contact custodian at (603) 887-3291 should any problem or questions arise

Effective July 1, 2006 until further notice

RULES AND REGULATIONS FOR USE STEVENS MEMORIAL HALL

- **Security Deposit is required prior to use and will be retained if all rules and regulations are not followed. Rental fee applies per event unless group is exempt per Board of Selectmen approval.**
  - **Auditorium: $250 Deposit $50 Rental Fee Per Event (up to 4 hours, $15/hour after)**
  - **Dining Room: $100 Deposit $25 Rental Fee Per Event (up to 4 hours, $10/hour after)**

- Permits for use of Stevens Memorial Hall are issued to Chester residents only. Non-profit agencies with proof of non-profit status (IRS form 501C3, 501C4, or 527) may be allowed to use Stevens Memorial Hall for non-profit functions only.
- Use priority is as follows
  1. Any meeting of Town Government.
  2. Regularly scheduled recreation activities.
  3. Non-profit community organizations (Chester Historical Society, Chester Lions Club, Chester Senior Citizens, Friends of the Library, Boy Scouts, Girl Scouts, etc.)
  4. Requests by Chester residents for a private function.
  5. All other requests.

Rules within Stevens Memorial Hall

- No smoking.
- No use of alcohol without Board of Selectmen Approval, and Police detail has been arranged.
- No running in the building. Children must be supervised at all times.
- Use of back stage stairs and use of the stage only with prior permission from Selectmen.
- No sitting on window sills.
- No candles or open flames are allowed.
- **No decorations are to be placed on the painted plaster walls.**
- **No nails, tacks, staples, duct tape or glue to hang decorations on the stained wood surfaces or windows.**
- Wash all tables and counters after use.
- Tables and chairs must be returned to designated area in hall.
- Floors must be swept and dirt picked up. Please do not sweep dirt down heating vents.
- All trash is removed from premises. Stevens Hall is “carry in/carry out.” You must take your trash with you when you leave the facility.
- Rest rooms must be cleared of all debris on floor and in sink.
- Flush toilets.
- Heat turned down to 55 degrees.
- All windows to be shut and locked. Shades should be raised completely.
- All doors to be shut and locked unless previous arrangements have been made with Town Custodian.
- All scheduling is done through the Selectman’s Office. Call 603-887-4979 between 8AM – 4 PM. to arrange a permit, change or cancel a scheduled time.
- Should any problems or damage occur, please contact Town Custodian at 603-887-3291. Selectmen’s Office can be also contacted during regular business hours at (603) 887-4979.
- The person(s) renting is(are) responsible for all of the above. If the above is not completed, then your security deposit may be forfeited. Your security deposit is refundable two weeks after the event if appropriate.
- **Please complete Checklist for each area used and sign Checklist Form. Checklist Form must be completed each time Stevens Memorial Hall is used.**

Capacity Requirements Per Chester Fire Department:

Upper Hall:	104 persons	75 persons if using tables
Lower Hall:	60 persons	45 persons if using tables

There are approximately 7 tables and 75 chairs to be used in the dining room. Removal of any equipment from Town Hall is prohibited.

Check List for Return of Security Deposit for Use of Stevens Memorial Hall

Please contact Custodian at (603) 887-3291 if any problems occur

***** Please complete this form each time you use the Hall *****

****

Auditorium

	Before Yes / No	After (√)
• All wooden chairs returned rest against the outside walls. All metal chairs returned to the dining room, and stacked.	____	____
Please do not drag tables and/or chairs. This causes damage to floor. Please do not sit on tables.		
• Floor is swept and dirt picked up. Please do not sweep dirt down heating vent.	____	____
• Heat turned down to 55 degrees. All fans turned off.	____	____
• All windows shut and locked. Shades should completely raised.	____	____
• All trash is removed from premises.	____	____
• All lights are to be turned off and doors to be locked when leaving.	____	____
Dining Room		
• All tables washed. Tables and chairs to be stacked along the walls.	____	____
Please do not drag tables and/or chairs. Please do not sit on tables.	____	____
• Floor is swept and dirt picked up. Heat turned down to 55 degrees.	____	____
• All trash is removed from premises, and taken to the "Trash room" outside.	____	____
• All lights are to be turned off and doors to be locked when leaving.	____	____
Rest Rooms		
• Rest rooms must be cleared of all debris on floor and in sink.	____	____
• Flush toilets	____	____

Please note below any problems encountered, damage to premises, etc.

_____

_____

Circle Area(s) Used: **Dining Room** **Auditorium** **Restrooms**

Resident/Organization Name:_____ **Contact Name:**_____

Phone:_____ **Email:**_____ **Date to be used:**_____

Time In: _____ **Time Out:** _____ **Signature:** _____

Failure to adhere to the above conditions may result in retention of your deposit and denial of future requests to use Stevens Memorial Hall. Please be considerate and respectful of this building and to all who share this building. Thank You.