

Town of Canterbury

Facilities Use Agreement

Name	_____	Building	_____
Address	_____		
Email	_____	Phone	_____
Date of Event	_____	Type	Public / Private (Circle One)
Time of Event	_____	Alcohol	Yes / No (Circle One)
Description	_____		

Indemnification

In consideration for allowing the rental of Town of Canterbury NH facilities and in full recognition of the Town's fiduciary responsibility to protect Town property and assets, the user (organization or individual) hereby covenants and agrees at all times to indemnify and hold harmless the Town, its officers, and employees, to the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to, reasonable attorneys' fees and legal costs, arising out of the use of these rental premises and all Town facilities, by the user, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.

Insurance

As evidence of its financial ability to indemnify the Town of Canterbury, NH, during the term of this agreement, lessee shall obtain and pay premiums for Commercial General Liability insurance protecting the parties hereto, their agents, officers, elected officials, representatives, or employees because of bodily injury, property damage, personal injury, or products liability incurred by the parties in the performance of the terms of this lease, such policy to provide limits not less than \$1 million per occurrence. A Certificate of Insurance naming the Town of Canterbury, NH as an additional insured shall be provided three business days prior to use of facilities. Such insurance contracts shall be with companies acceptable to the Town of Canterbury, NH and they shall require ten (10) days prior written notice to both parties hereto of any cancellation.

Municipal-sponsored events are exempt from the need for insurance.

Fees

Fees are required for all private events. Private events are those not open to the public. A public event may be free or require a ticket/entrance fee to attend.

All fees must be paid prior to scheduled use.

The rental fee will be \$75.00 (does not include Police coverage if required). In addition, a security deposit of \$100.00 will be submitted along with the rental fee when the building is reserved. The security deposit will be returned within 2 weeks, if after the inspection, the building is found clean and undamaged.

Scheduling

The user shall contact the Town Offices to reserve the facilities. Events are scheduled on a “first come first serve” basis.

At the time of scheduling, the user shall sign this agreement and arrange for payment of fees and insurance as needed.

Alcohol

The Town of Canterbury allows the serving of Alcohol on Town premises only by vendors, bartenders, or caterers that have proof of insurance and servers that are of legal age and has the Management Training Seminars (MTS) or the Total Education in Alcohol Management (TEAM) training. Proof of Insurance will show the Town of Canterbury as the additionally insured by endorsement on a primary and non-contributory basis.

If alcohol is being consumed within the premises or curtilage of the property, a Police Officer must be present. The cost to have an Officer present is \$65.00 per hour (4 hour minimum).

Tobacco

The “Indoor Smoking Act” RSA 155:65 prohibits smoking, as defined in RSA 155:65; XV in enclosed spaces when open to the general public. The Town of Canterbury further prohibits any indoor smoking for private functions in Town buildings.

It shall be the responsibility of the user to take the necessary actions to ensure that all attendees and persons associated with the activity to which the usage pertains are aware of and comply with these requirements.

Damage

The user agrees that the premises shall be left in as good as condition as found. No modifications to Town facilities are permitted without prior approval of the Town.

The user agrees to reimburse the Town of Canterbury for costs incurred through damage or loss to the premises occasioned during the course of usage. Losing the key for the building is considered a loss. The security deposit may be used towards those costs.

Access to Facilities

Keys may be obtained from the Town Offices during regular business hours. If a security code is required to use the facility, that will be communicated when the key is picked up.

The key may be checked out no more than a week in advance of the event unless Town Office closures prevent that from being practical. The key is to be returned to the Town Office the day

after the event or Monday morning if the event is held on the weekend. The key may be placed in the drop box at the front door of the Town Office if the office is closed.

The user shall not make copies of the key, give the key to someone who is not an organizer of the event, or tell any security codes to those who are not organizers of the event.

If the key is lost, the user shall be charged for a new one.

Other

Lessee is required to comply with the Town Center Sign Policy for any signage placed for the event.

Lessee is responsible to provide portable toilets for outdoor activities, if deemed necessary by the Town. All tables, chairs, equipment shall be returned to the original location/position. All trash must be removed from the premises.

The lessee agrees to observe all regulations (both state and federal) relating to the use of the Town facilities.

Signature

Date

Approved Yes / No (Circle One)

Rental Fee None / \$75 (Circle One)

Security Deposit None / \$100 (Circle One)

Amount Paid _____ Date Paid _____

Proof of Insurance Received Yes / No (Circle One)

Date Building Checked _____

Passed Inspection Yes / No (Circle One)

Notes _____

Date Security Deposit Returned _____