

**RULES AND CONDITIONS FOR USE
OF THE MOULTONBOROUGH FUNCTION HALL**

Access to the building the day of or prior to your event is by appointment only. Please contact the **Moultonborough Recreation Department at 603-476-8868 at least 10 days in advance of your event** to make the necessary arrangements.

Licensee is required to return the facility to the condition in which it was found., including but not limited to the placement of the tables and chairs.

Licensee is responsible for set-up and break-down for its event/use in the Town facility and is required to leave the space in a neat and orderly condition. Licensee is responsible for and liable to the Town of Moultonborough for all repairs to the premises required as a result of damage caused by Licensee and/or Licensee's guests, attendees, vendors, etc.

Please ensure that the individuals cleaning up and resetting the tables and chairs are aware that the \$175 deposit refund is based on the condition of the facility as described below. **It is imperative that the Senior Meals Program NOT be required to clean the facility or properly set up the tables on Monday morning following an approved use/temporary license of the facility.** A diagram indicating how the tables should be set up can be found in the encased bulletin board.

Licensee is responsible for the following:

Tables must be cleaned after use.

Trash resulting from the event/use must be removed from the building.

Floor must be swept and any major spills mopped up (brooms, mops, etc. in bathroom).

Kitchen must be left in the condition in which it was found, with all items returned to their original place and condition

Air Conditioning and Heat:

- a) Three A/C Switches are marked on the power panel in the backroom. Turn the three air conditioners on and off using these switches only. Air conditioning must be turned off before leaving.
- b) During the heating season, the thermostat can be raised to 70 degrees for your event but must be lowered to 60 degrees when you are leaving.

Doors must be locked and lights shut off when you depart at the end of your event.

Licensee must remove all trash resulting from the event/use from the facility immediately following the event/use and properly dispose of the same. A key to the dumpster is hanging and located to the right of the service counter inside the kitchen. When you place your trash in the dumpster, please make sure the dumpster is locked when you leave and that the key is returned to the kitchen.

It is prohibited for any person to consume, transport, carry or possess an open container of any liquor or alcoholic beverage, or consume said beverage, while within or on the grounds of the Moultonborough Function Hall.

Smoking and other use of tobacco or vaping products is prohibited within the Moultonborough Function Hall.

Music and other noise levels must be in compliance with Town of Moultonborough Ordinance number 10, Section 10.2 #2 : Radios, Stereos, Musical Instruments, PA Systems, etc. The using, operating or permitting to be played of any radio receiving set, musical instrument, stereo, public address systems or other machine or device for the producing or reproduction of sound in such a manner as to disturb the health, safety and welfare of the neighboring inhabitants at any time; the operation of any such set, instrument, stereo, machine or device between the hours of 10:00pm and 7:00am, Sundays through Thursdays (week night), 12:00am and 7:00am Fridays and Saturdays (and Sundays during a three day weekend) in such a manner as to be plainly audible at a distance of fifty feet from the building, structure or vehicle in which it is located shall be prima facie evidence of a violation of this section.

Parking shall be in designated areas only. At no time may fire lanes and emergency exits, and handicapped parking spaces and entrances/ramps be blocked by vehicles or objects. Illegal parking may result in vehicles receiving tickets, warnings or towing at the vehicle owner's own expense.

Licensee is responsible at all times for the observance of fire and safety requirements including but not limited to maintaining all aisles, doorways and exits free and clear of all obstructions to permit unimpeded emergency access.

Licensee must secure any additional permits from local or state governing bodies.

Licensee must ensure that an on-site supervisor, who is at least 21 years of age, is present at all times during the event or use of the facility

Licensee is responsible for the behavior of all individuals attending the event or using the facility, as well as any damage caused by them.

Decorations may not be hung with tape or thumb tacks on any surface. Sticky Tack is the only adhesive allowed.

The Town of Moultonborough's property may not be used for the commission of any crime or act which is prohibited by federal, state, and/or local law.

No amendment, alteration or addition shall be made to the facility's system components (electrical, lighting, network wiring, heating, doors, or physical structure or layout) by any Licensee. Requests for such matters must be made to, and approved by, the Recreation Director.

Licensee must provide written notice of any accident resulting in bodily injury or property damage occurring on Town of Moultonborough property or in any way connected with the use of Town property within 24 hours of the accident. The notice must include details of the time, place, circumstances of the accident, and names, addresses and phone numbers of any persons involved and/or witnessing the accident. This notice shall be submitted to the Recreation Director.

The Town of Moultonborough reserves the right to limit attendance in conjunction with an approved license/use as may be necessary to comply with occupancy limits for the facility.

The Town of Moultonborough assumes no responsibility for the safety of any private property brought onto the premises, nor for injury to any persons attending the event/approved use. Any damage to Town property resulting from an event/approved use shall be the responsibility of the Licensee.

I have read and agree to abide by these rules and conditions.

Printed Name of Licensee

Signature of Licensee

Date

Town Representative Printed Name

Signature of Town Representative
Revised 6/25

Date