

**TOWN OF HUNTINGTON**  
**P.O. Box 430**  
**Huntington, MA 01050**  
**(413) 667-3500**

**Stanton Hall Request Application**

*Please fill out this form as completely as possible and return to:*  
*Stanton Hall Committee*  
*Town of Huntington*  
*P.O. Box 430*  
*Huntington, MA 01050*

*Your request will be acted upon by the Committee at its next scheduled meeting.*  
*You will be notified of approval or denial as soon as possible thereafter.*

***Your responsibility for the use of Stanton Hall is assumed in  
this application and the Stanton Hall Use Agreement.***

TODAY'S DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

ORGANIZATION: (if applicable): \_\_\_\_\_

CHAIR OF ORGANIZATION: \_\_\_\_\_

DATE/TIME FOR USE: \_\_\_\_\_

PURPOSE FOR USE: \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED TO ATTEND: \_\_\_\_\_

AGE GROUP: \_\_\_\_\_

\*KITCHEN USE DESIRED: (yes) \_\_\_\_\_ (no) \_\_\_\_\_

*\*An additional \$25.00 will be added to your fee for use of the kitchen.*

\*SPECIAL ALCOHOLIC BEVERAGE PERMIT DESIRED: (yes) \_\_\_\_\_ (no) \_\_\_\_\_

*\*If you answer yes to this question, you must seek written permission from the Board of Selectmen and a one-day liability insurance policy must be obtained by the applicant. This is out of the jurisdiction of the Stanton Hall Committee and is subject to additional costs. Contact Helen in the Selectboard office for further details.*

FOR OFFICIAL USE ONLY: \_\_\_\_\_ SELECTBOARD ACTION: \_\_\_\_\_

Date application received: \_\_\_\_\_ Deposit Received: \_\_\_\_\_ (Amt.) \_\_\_\_\_

Full Payment Due: \_\_\_\_\_ Date Received: \_\_\_\_\_

## **Stanton Hall Use Agreement**

### **Fees**

- |  |            |
|--|------------|
| 1. Official Town Affairs, Civic/Community Groups           | No charge* |
| 2. Religious groups  | \$ 50.00*  |
| 3. School functions  | \$ 50.00*  |
| 4. Non Profit Organizations                                | \$ 50.00*  |
| 5. All private functions                                   | \$100.00*  |
| 6. Fashion shows/trade shows/craft fairs/for profit events | \$150.00*  |

*(The fees listed above INCLUDE a \$25.00 deposit, which is due at the time the application is made.)*

### **Payments**

1. All payments shall be made payable to: ***The Town of Huntington***
2. Cash, money orders or personal checks accepted.
3. A \$20.00 fee will be charged for all returned checks.
4. A \$25.00 deposit (included in your total fee) is required at the time of application.  
*(In the event that your application is denied, a full refund of your deposit will be granted immediately.)*
5. Final payment is due two weeks prior to your scheduled event.
6. A 48-hour "NOTICE OF CANCELLATION" is required in order to ensure a full refund of your deposit.

### **Procedures**

1. Upon approval of your application, a member of the Stanton Hall Committee will contact you to arrange a convenient time for access to the building, and to discuss the particulars of your event.
2. **Users will not be given keys to Stanton Hall.** A lock-box is affixed to the outside of the building. You will be given the combination to the lock-box 24 hours prior to your scheduled event.

*(Please note that the combination to the lock-box is changed on a regular basis.)*

## Rules and Regulations

*Users of Stanton Hall are expected to leave the building in the condition in which it was found. Please cooperate by doing the following:*

1. Any and all trash generated from your event must be removed from the building.
2. You are welcome to use the tables and chairs, but please be sure to wipe them down and put them back where you found them.
3. Be sure that all lights are off before you leave. (Please note: The kitchen light is activated by a motion sensor. It will go off automatically).
4. Be sure that all doors and windows are securely locked.
5. Be sure that the key is returned to the lock-box on the outside of the door.
6. Cigarette smoking is strictly prohibited.
7. Drug use is strictly prohibited.
8. The use of candles, incense or other open-flamed items is strictly prohibited.
9. The consumption of alcoholic beverages is strictly prohibited without the express knowledge and written consent of the Board of Selectmen.  
*(Please note that a special Alcoholic Beverages permit must be obtained from the Board of Selectmen.)*
10. If your event requires the use of the kitchen, please be sure to clean it thoroughly.  
**\*\*BE SURE TO TURN OFF THE OVEN/STOVE AFTER USE\*\***

## Youth Group Guidelines

It is understood and agreed that one chaperone (25 years or over) will be in attendance for every eight minors (under the age of 21) from beginning to end of your function. Police attendance may be necessary, depending upon the nature of your function. The Stanton Hall Committee reserves the right to make this decision. It will be the responsibility of the applicant to make any and all arrangements should a police officer be necessary. You may do this by contacting the Huntington Police Department at (413) 667-8868.

## Damages

It is understood that the applicant accepts total responsibility for the full costs of repair, replacement and/or the cleaning of Stanton Hall, its equipment, floors, walls, furniture, and any other property that has been damaged as a result of your event. Should this occur, the Stanton Hall Committee will bill you accordingly. The applicant also realizes and accepts full responsibility for his guests and their actions.