

**Stanton Hall Request
P.O. Box 430
Huntington, MA 01050**

(413) 512-5200
(413) 667-3513 (fax)
admin@huntingtonma.us

**Town of Huntington
Stanton Hall Request Application**

Please fill out this form as completely as possible and return to above address:

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) _____ Email: _____

ORGANIZATION: (if applicable): _____

CHAIR OF ORGANIZATION: _____

DATE OF EVENT: _____ TIME OF EVENT: _____
(If multiple dates are needed, please list all dates & times on the back of this form or attach a separate sheet.)

TOTAL REQUESTED TIME (with set up prior to & breakdown after event): _____

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 Selectboard and a one-day liability insurance policy must be obtained by the applicant. There is a \$25 fee for the one day liquor license. Contact the Selectboard office for further details.*

FOR OFFICIAL USE ONLY: SELECTBOARD ACTION: _____

Date application Received: _____ Total Amount Due: _____

Date(s) Payment Received : _____ Check Number(s): _____

LICENSE AGREEMENT

This License Agreement ("License") is executed this ____ day of _____, 202_ by and between the Town of Huntington, acting by and through its Selectboard (the "Town") and _____, an individual residing at _____ [STREET], _____ [TOWN], Massachusetts (the "Licensee").

WHEREAS, the Town owns the premises located at 26 Russell Road, Huntington, MA, which is known as Stanton Hall, and further described as Assessors Map H1, Lot 59-0 (the "Property");

WHEREAS, the Licensee desires access to the Property for the purpose of _____ (the "Activity");

WHEREAS, the Town is willing to grant the Licensee access to the Premises to conduct the Activity;

NOW, THEREFORE, the Town hereby grants such entry and license to use the Property to the Licensee, his agents and invitees, subject to the following terms and conditions:

I. USE, PURPOSE, CONDITION OF PREMISES, TERM

Entry and use are limited to the Property on _____ [DATE], for the purposes of conducting the Activity unless sooner terminated in accordance with the provisions of Section VI below. The provisions of Section IV shall further limit such entry and use.

Entry and use are specifically, but not exclusively, granted to the Licensee and his/her invitees, solely for the purpose of conducting the Activity. Licensee shall not share the door entry code with anyone.

Licensee acknowledges and agrees that he/she accepts the Property in "as is" condition for the purpose of this License, and that Licensor has made no representation or warranty regarding the fitness of the Property for the Activity.

II. CONSIDERATION

The consideration for this License shall be a fee of \$_____, the payment of all costs and expenses associated with the exercise of the rights granted hereunder, together with the observation and performance by the Licensee of all the obligations and covenants set forth within this License to the reasonable satisfaction of the Town.

III. INDEMNIFICATION AND WAIVER

The Licensee shall be responsible to the Town or any third party for any property damage or bodily injury caused by him/her or any of his/her agents, guests or invitees arising from this License. The Licensee, on his/her behalf and on behalf of all of Licensee's agents, guests and invitees, their predecessors, successors, insurers, heirs and assigns, agrees to indemnify, defend and hold harmless the Town, its predecessors, successors, officers, employees, insurers and agents from and against any and all claims, demands, suits, actions, costs, judgments, compensation whatsoever, including reasonable attorneys' fees, arising out of any bodily injury or property damage received or incurred in connection with the use of the Property or the Activity.

IV. CONDUCT

During the exercise of the rights hereby granted, the Licensee shall at all times conduct himself/herself so as not to unreasonably interfere with the Town's use of the Property, and observe and obey directives of the Town and its duly designated representatives, as well as all other applicable laws, statutes, ordinances, regulations and permitting or licensing requirements. Nothing in this Agreement shall be construed as requiring the Town to maintain the Property in any particular manner.

Licensee shall be responsible for removing all trash, and cleaning and restoring the Property to its original condition as at the commencement of the Activity, as nearly as possible. The Licensee shall, forthwith upon demand therefor, compensate the Town for the cost of repairing any damage to the Property caused by the Licensee or the Activity or by Licensee's failure to comply with his obligations set forth in this Agreement.

Licensee shall observe all rules and regulations promulgated by the Town with respect to the use of the Property. Alcoholic beverages are not permitted.

V. TERMINATION AND MODIFICATION

This License shall be revocable by either party upon written notice of revocation at least fourteen (14) days prior to the termination date stated within said notice, except that the License shall be revocable by the Town upon such prior oral or written notice as is reasonable under the circumstances for violation of the terms of this License or in an emergency.

In the event that this License is terminated by revocation of either party pursuant to this section, then the Licensee, at his/her own expense, shall remove any of his/her equipment and property from the Property, and restore the Property to its original condition as at the commencement of this License, as nearly as possible. This obligation shall survive the termination of this License.

This License may be revoked at any time without notice to comply with federal, state, and/or local guidelines regarding COVID-19.

VI. MODIFICATIONS and AMENDMENTS

Modifications or amendments to this License shall be in writing and duly executed by both parties hereto to be effective.

VII. NOTICE

For purposes of this License, the parties shall be deemed duly notified in accordance with the terms and provisions hereof, if written notices are mailed to the following addresses:

Licensee: _____

_____, MA _____

Town: Jennifer Peloquin
Town Administrator
Huntington Town Hall
24 Russell Road
P.O. Box 430
Huntington, MA 01050

These addresses are subject to change, and the parties hereto agree to inform each other of such change as soon as practicable.

VIII. NO ESTATE CREATED

This License shall not be construed as creating or vesting in the Licensee any estate in the Property, but only the limited right of possession as hereinabove stated.

IX. EXHIBITS and ATTACHMENTS

Any and all exhibits and attachments referenced herein or attached hereto are duly incorporated within this Agreement.

X.

SURVIVAL of TERMS and PROVISIONS

All appropriate terms and provisions relating to the restoration of the Property shall survive the termination of this License.

IN WITNESS WHEREOF, the parties hereto have caused this License Agreement to be executed as a sealed instrument and signed in duplicate by their duly authorized representatives, on the date first indicated above.

LICENSEE:

LICENSOR:

TOWN OF HUNTINGTON
By its SELECTBOARD

Signature

Printed Name

Stanton Hall Use Agreement

Fees

- | | |
|--|------------|
| 1. Official Town Affairs, Civic/Community Groups | No charge* |
| 2. Non-Profit, Religious, School Groups & Town Personnel | \$ 50.00* |
| 3. Private Functions | \$100.00* |
| 4. 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 \$25.00 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.)
5. Final payment is due two weeks prior to your scheduled event.
6. A 14-day “NOTICE OF CANCELLATION” is required in order to ensure a full refund of your deposit.
7. Selectboard reserves the right to charge a fee not to exceed \$50.00 per day for non-residents.

Procedures

1. All organizations, groups, businesses, etc., are to provide the Town with a Certificate of Liability Insurance, which names the Town of Huntington as the Certificate Holder. It is also mandatory that the attached Indemnification Agreement be completed.
2. Individuals renting/using Stanton Hall must complete the attached Indemnification Agreement.
3. Upon approval of your application, it is your responsibility to contact the Selectboard Office one – two weeks before your event for the access code to the building, and any other particulars.

Rules and Regulations

Note: Users of Stanton Hall are expected to leave the building in the condition in which it was found.

1. After opening the door, please locate the allen wrench hanging on top of the bulletin board next to the door. Press down on the bar that is sticking out inside door. Insert and turn allen wrench ¼ turn clockwise to keep bar in pressed position. This will allow your guests to enter freely without using a code. Return the wrench to bulletin board location. Do not leave it in the bar.
2. When leaving, please make sure the door bar is returned to the released position by turning wrench counterclockwise. Hang wrench on bulletin board.
3. Any and all trash generated from your event must be removed from the building.

4. Trash containers: There are two pull out containers in the base cabinet to the right of the kitchen sink. Large trash barrels are in closet between kitchen and men's room. Brooms and dust pans are in same closet.
5. You are welcome to use the tables and chairs, but please be sure to wet wipe tables and put back where you found them. Do not place tables or chairs in front of windows.
6. **Use carpet squares under all tables when you set up. Carpet squares are in a box on top of or near the stacked tables Please be careful not to scratch wood floors.**
7. Please use caution when moving tables, chairs and other items. DO NOT DRAG TABLES ACROSS FLOOR. Please have two people move each table.
8. Do not tape anything to floors, walls or windows.
9. 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).
10. Be sure that all doors and windows are securely locked.
11. Cigarette smoking is strictly prohibited.
12. Drug use is strictly prohibited.
13. The use of candles, incense or other open-flamed items is strictly prohibited.
14. 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.)*
15. If your event requires the use of the kitchen, please be sure to turn off the oven/stove and clean it thoroughly.
16. Cleaning supplies are under sink.
17. Extra paper towels and trash bags are in kitchen cabinet and/or drawer.

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 Selectboard 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) 512-5213.

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 Town of Huntington will bill you accordingly. The applicant also realizes and accepts full responsibility for his guests and their actions.