



Municipal Office, Town of Bristol, Maine
P. O. Box 339 Bristol, Maine 04539
Telephone (207) 563-5270 Fax (207) 563-6103

WILLING WORKERS HALL RENTAL/USE POLICY & FEES

USE OF THE BUILDING

The Town of Bristol will have the highest priority of the buildings' use. All other organizations will be scheduled on a first come, first serve basis.

FEES

All fees must be paid in advance of the event. No rental fees will be charged to charitable or public service organizations. All other groups and organizations will pay the following rental fees:

\$75 per hour
\$300 per day

RULES AND REGULATIONS

1. All reservations and arrangements for use of the Willing Worker's Hall must be made and paid in advance through the Town Office (207-563-5270).
2. The USER shall provide the Town with a Certificate of Insurance naming the Town as an Additional Insured in advance of the event date. Insurance may be obtained through Gather Guard.
3. The organization will be held responsible for seeing that the building rules and regulations are adhered to by their group.
4. The contact person listed on the facility use application must be present when their group, or any part of their group, is in the building for any purpose, and must stay until all members of that group have left the building.
5. The key may be picked up at the Town Office during regular business hours prior to the event. At the conclusion of the event, the key must be left in the drop box near the front door.
6. Alcoholic beverages are permitted through a licensed caterer ONLY. Applications are available at the Town Office or online at <https://www.maine.gov/dafs/bablo/>. Applications must be approved by Municipal Officials in advance of the event date. BYOB is NOT allowed.
7. Smoking is not permitted in any part of the building or grounds.
8. Carpooling is encouraged. Any vehicle parked along route 130 must be on the west side only. (The opposite side of the road from the WWH.) Violators may be towed.
9. Tables and chairs will not be loaned to the public to be used outside of the building.

10. There is no storage allowed in the building or grounds.
11. Do not use thumbtacks or tape on/in walls to hang decorations.
12. The responsibility of enforcing rules and regulations rests with the Town Administrator.
13. Failure of an organization to abide by these rules and regulations may result in that organization losing its privileges to use the building.

BEFORE YOU LEAVE!

- (a) Remove any leftover food from kitchen and refrigerators
- (b) Unplug and clean any appliances
- (c) Clean any dishes or utensils used
- (d) Make sure to leave the key on the kitchen counter
- (e) Return tables and chairs to where you found them
- (f) Turning off all lights before leaving the building.
- (g) Make sure all windows and doors are closed and locked.
- (c) Leave the facility in the same or better shape than you found it.

Emergency Contacts: Sean Hunter 207-380-5285
 Rachel Bizarro 207-350-7714

The USER shall hold harmless, indemnify and defend the Town of Bristol against liabilities, expenses and losses imposed upon them as a result of the negligent actions or inaction of the USER related to its use or operation of the premises. The Town of Bristol shall hold harmless, indemnify and defend the USER against liabilities, expenses and losses imposed upon them as a result of the actions or inaction of the Town of Bristol employees, officers or agents related to its ownership of the Premises. This obligation to indemnify shall not waive any defense immunity or limitation of liability, which may be available to the USER, under the Maine Tort Claims Act pursuant to the provisions of 14 MRSA Section 8101 et seq. or any other privileges or immunities as may be provided by law.