



User Guide and Rental Information

1870 Town Function Hall

12 Woodward Avenue
Berlin Massachusetts 01503

Welcome to Berlin's 1870 Town Function Hall General Information and Instructions:

The 1870 Town Function Hall is a town-owned building intended for the community's use for public and private events, functions, and a venue for small business enterprises.

The 1870 Town Function Hall is a two-story wood structure fully accessible with a total capacity of 272. The driveway for handicap parking is located on the left side when facing the building. There are three main rooms in the building in addition to a kitchen.

Rooms for Rent

Grand Hall (upstairs with room capacity of 225)

This room has a raised platform (stage) and is now used for theater/music performances, private functions, dances and fitness classes. The space is approximately 38 feet by 40 feet. The platform is another 25 by 18 feet. For theater and other performances, the room seats about 150 people; for sit down dinners up to 100. Tables and chairs are stored in the closets in this space so the room can be easily set up in a variety of layouts.

Barnes Hall (main floor with room capacity of 107)

This room is a great meeting and function space. The dimensions are approximately 15-1/2 feet by 44 feet, and the room can be arranged for a variety of functions. About 50 people can be seated for a meal in Barnes Hall.

Selectmen's Room (main floor with a room capacity of 12)

This room is an excellent choice for meetings or to be used as a work space. The room comes with a wood conference table and chairs.

The above numbers are **estimates** based on past usage. **Please adhere to the maximum capacity** (determined by building and fire codes) as posted in each room.

Kitchen (separate kitchen use fee)

The kitchen appliances available for use include a full-size stove and refrigerator as well as a microwave. The range is approved to heat or reheat foods but **NOT** for on-site cooking. Also available for use are one 10 cup coffee maker, two 30 cup percolators and an electric kettle. After your event, remove all your items from the refrigerator. Used coffee pots, carafes, and dishes must be washed, dried, and returned to storage after use.

Equipment/Furniture Available for Use:

Tables: 5 rectangular tables (8 ft. long x 30 in. wide), 16 rectangular tables (6 ft. long x 30 in. wide), 5 card tables

Chairs: 140 single black plastic chairs, 80 single wooden chairs, 20 double wooden chairs The User must supply tablecloths and paper supplies

Restrooms are located on both the first floor and at the rear of the building. Both the men's and women's bathrooms are located between floors, up the rear stairs from Barnes Hall and down the rear stairs from the Grand Hall. The first-floor restroom is off the kitchen and Barnes Hall and is handicap accessible.

Safety Protocol

- Decorations must not: block or cover any part of the fire alarm system, fire extinguishers, or exit lights, create tripping or falling hazards, or be placed in stairwells.
- Furniture should not block or obstruct any exits or stairwells. Chair placement laws require that no person can cross more than six seats to get to an aisle. (Therefore, there can be no more than 13 seats in a row between aisles.) The aisles must also be at least 42" wide and no exit can be blocked.
- Use extension cords wisely and don't overload them. Electrical cords must be kept out of corridors and walkways. Please do not use tape on the floors.
- No smoking or vaping is allowed anywhere on the property.
- No children (under 16) allowed in building without adult supervision
- Use of candles or open flames is always prohibited. Sternos may be used by licensed caterers only. If you plan to use a caterer at this event, please note the caterer's name, license number, and contact information.
- **No dogs are allowed in the building except for certified service or guide dogs.**

Things to Know

- **No liquor shall be sold without prior approval of a temporary "One Day" liquor license from the Select Board as the Local Licensing Authority. Liquor licenses may be applied for through the Berlin Select Board's Office. A certificate of liquor liability insurance must be submitted as a condition of issuing the temporary liquor license. Liquor may be served at private parties only if we are provided a rider from your homeowners insurance.**
- Keep noise at a respectful level for neighbors.
- Driveway to the right of the building is private property, please only use front door and left side door.
- **All clean up must be done by User and the rooms left in the same condition as they were upon arrival.**
- **All trash must be taken off the premises after the event.**

Heat

All thermostats are set at 68 degrees - **please do not adjust the heat.**

Emergency Procedures

Berlin's 1870 Town Function Hall is a historic wood building equipped with smoke and fire alarm systems. Locations of alarm pull boxes are marked on a scan of the floor plan. If a fire alarm sounds, the fire department is automatically notified.

The building has three exits. Each door is equipped with panic bars for quick departures. Please note the emergency exit locations: (1) elevator addition off the kitchen, (2) main door at the front of the building, (3) mid-level exit to the side at the men's and women's restrooms.

The building is stocked with three first aid kits: upstairs in the Grand Hall, in the Kitchen and in the Coat Room.

Evacuation plans are posted in each room to indicate the quickest and safest route to follow in the event of an emergency.

Use of the building by **any** private, non-profit, or official Town of Berlin individual or group, requires an advanced reservation request and submission of a completed Rental Contract (with the non-refundable deposit, if applicable).

Community-wide events and community-wide public meetings sponsored/hosted by the Town of Berlin shall take precedence over non-profit and private events, provided the Town’s building use reservation is made at least 60 days prior to the date of the community-wide event or public meeting **and** the non-profit or private event User has not already submitted a non-refundable deposit on use of the building.

Requests by non-profits to reduce or waive rental fees for any community-wide FREE public event in the 1870 Town Function Hall must be submitted to the Select Board for consideration and approval at least 30 days **prior to** the event. Proof of non-profit status may be required.

The Select Board reserves the right to change or waive the rental fee dependent on usage. The Select Board will not waive rental fees for any events that charge an admission fee or at which sales of tickets or any other items occur.

Fee Schedule

Fees for Berlin residents (non-resident fees in parentheses):

	<u>Grand Hall Upstairs</u>	<u>Barnes Hall downstairs</u>	<u>Selectmen’s Room</u>	<u>Whole Building</u>
<u>Arts/Non-Profit 4 hours*</u>	\$125 (\$150)	\$75 (\$150)	\$50 (\$75)	\$250 (\$350)
<u>Additional hours- per hour</u>	\$25 (\$35)	\$25 (\$35)	\$15 (\$20)	\$50 (\$75)
<u>Private Events 4 hours*</u>	\$150 (\$300)	\$125 (\$250)	\$75 (\$100)	\$350 (\$650)
<u>Additional hours- per hour</u>	\$30 (\$50)	\$25 (\$45)	\$25 (\$30)	\$75 (100)
<u>Single use by hour</u>	\$40 (\$80)	\$30 (\$60)	\$25 (\$35)	N/A
<u>Berlin.gov</u>	\$0	\$0	\$0	\$0

* A 10-month contract from September 1 -June 30 for a minimum of 4 hours/month will receive a 5% discount off the above rental fees. The four hours may be scheduled together or at different times during the month. Please contact 1870 Town Hall Manager Sondra Pendergast call or text 774-764-9001 or by email:1870townhall@townofberlin.com for more information. **A storage* fee of \$30/month will be included for those wishing to keep items at the 1870 Town Function Hall. *Based on availability**



Rental Contract

1870 Town Function Hall

12 Woodward Avenue
Berlin Massachusetts 01503

Contact Person: _____ Date: _____

Address: _____

Telephone: _____ E-mail: _____

Date of Event: _____

Day(s) of rental: _____

Time of Rental: _____ am/pm to _____ am/pm

Name of Organization (if applicable): _____

Name and description of event(s): _____

Number of people expected _____

Check one:

Resident _____ **Non-Resident** _____

Use type: Arts/Non-Profit: Private Event: Single Use: Berlin.gov:

Rental area: (please refer to fee schedule when writing in amount)

Grand Hall:\$ _____ **Barnes Hall:**\$ _____ **Selectmen's room:**\$ _____ **Whole Building:**\$ _____

Kitchen Use Fee: \$50: If your event has food and/or drinks, you must also include the Kitchen Use Fee since the kitchen will be required for cleanup and/or short-term stove or refrigerator use.

Total Fee: \$ _____ Due two (2) weeks prior to event

If applicable please submit Caterer information:

Caterer: _____ License Number: _____

Caterer Telephone: _____ Email: _____

