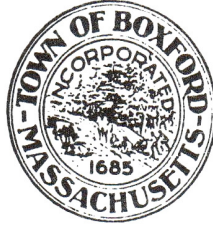


Lincoln Hall

User's Guide

February, 2016
v 3.0



TOWN OF BOXFORD

Office of the Board of Selectmen

7A Spofford Road
Boxford, MA 01921

www.town.boxford.ma.us

BOARD OF SELECTMEN

Tel: (978) 887-6000 Ext. 502

Fax: (978) 887-5361

Dear Prospective Renter:

Welcome to Lincoln Hall. The Town of Boxford is excited to offer our newly renovated historic hall for your function, activity or event. We hope that this beautifully restored building will serve the needs of our residents, business and civic groups for years to come.

We encourage you to enjoy the use of this building while respecting its historic nature and protecting its newly renovated beauty.

If you have any questions, concerns or feedback – let us know! 978-887-6000 x 502

Enjoy!

Boxford Board of Selectmen

DO'S and DON'TS of Lincoln Hall

- DO...** Make sure the doors are unlocked and, if dark out, outside lights are on while you're in the building. Then remember to turn the lights off and lock-up when you are done!
- DO...** Adjust the thermostats for the comfort of your users. However, after you leave, the building may be empty for a significant time, so please take the extra effort to remember to reset to our default thermostat settings.
- DO...** Make sure your guests know where to park. There are three spaces across the street (parallel to the street) and Lincoln Hall now has a total of 23 parking spaces (4 on the side of the building and 19 spaces in the 2nd lot which is adjacent to the back parking lot. For additional parking you may request permission from the Second Congregational Church for a fee of \$50.00 (check made payable to the Second Congregational Church). **No parking is allowed behind the Hall. This is reserved for the businesses located next door to the Hall.**
- DO...** End your event by 11:00 p.m. There are many residents close by. Also, please be considerate about noise levels. If your event includes music, please keep the volume moderate and keep the doors and windows shut. Also, please refrain from excessive noise in the parking lots – noise travels far in the quiet of the night.
- DO...** Use the chairs and tables as needed for your event. There are at least 100 chairs and six folding tables in the hall. Then remember to clean them thoroughly and return them to their storage locations.
- DO...** Consider purchasing insurance for your event. Accidents happen and insurance companies make great efforts to deflect claims expenses. The town is insured, but you might benefit from special “event” insurance to be fully covered – check with your local insurance agent.
- DON'T...** Use open flames of any kind. No candles or sparklers. No smoke machines. Historic Lincoln Hall does NOT have an internal fire safety sprinkler system.
- DON'T...** **Leave any trash!** Use the trash bags provided to bundle up your trash and take your trash bags with you. Be considerate and line the receptacles with a fresh bag for the next group.
- DON'T...** Allow any activities that could damage our historic hall! No kickball, or darts, whiffle ball, or any other indoor highly active recreation activity (dancing and yoga are okay!). Lincoln Hall is a meeting/event venue, not a gymnasium!
- DON'T...** Use damaging adhesives or push pins or tacks or nails to attach decorations or signs on the walls or ceilings. If you wish to have decorations, please use specialty adhesive strips that do not damage surfaces. Then remember to remove the decorations and the adhesive strip's remnants when your event is over!

Frequently Asked Questions

How do I schedule an event? Please contact the Secretary for the Board of Selectmen at 978-887-6000 x 111. Rental agreement applications are also available on line and at various town building locations.

What about keys? If your event is approved, keys may be signed out from the office of the Board of Selectmen, 7A Spofford Road, Monday through Thursday from 8:00 a.m. until 4:30 p.m. Keys should be returned within a week after your event and may be dropped off after normal work hours in the tax drop slot at the front of Town Hall.

May I heat/serve food? To heat or serve food, you MUST obtain a food permit from the Board of Health BEFORE you obtain the rental agreement. The food safety regulations are quite stringent, so if you plan to heat or serve food, contact the Board of Health FIRST! 978-887-6000 x 507.

May I serve liquor? To serve liquor, you must obtain a liquor distribution permit from the Board of Selectmen and Police Chief. Liquor distribution permit applications are obtained from the Office of the Board of Selectmen. Please be aware that these liquor distribution permits require you (or your caterer or contract bartender) to provide the town with special liquor liability insurance. Plan early as the liquor distribution permit process takes several weeks to complete.

May I get in early/leave late? No. We schedule according to the block of time assigned to your rental. There may be another group immediately before or after you. Please schedule your rental to include sufficient time to set-up before and clean-up after your event.

May I store items for use next time? No. At this time we do not have any option for on-site storage of items.

How does the cleaning deposit work? For any event that includes food or drink (and at our discretion for any other event), you will be asked to provide us with a \$100 refundable cleaning deposit in the form of check or cash, separate from your rental fee. If we determine that additional cleaning is needed after your event, we will keep the deposit. There are brooms and mops in the janitor's closet on the first floor. If not, you may reclaim your deposit four business days after your event.

Does the building have an elevator? No, it has a lift which is wheelchair accessible. It works differently than an elevator and requires key access. Keys and instructions are mounted near all lift access doors. Read and follow the instructions carefully, and the system will work effectively.

LINCOLN HALL RENTAL AGREEMENT

The applicant named below requests to rent Lincoln Hall, 565 Main Street, Boxford, under the following conditions;

1. Rental is made to a Town of Boxford resident over the age of 25.
2. No alcohol on premises without valid liquor distribution permit
3. No food may be served without a valid food service permit
4. Renter is responsible to clean up the Hall after use. If you have large amounts of refuse, bag it and take it with you. Sweep the floor. Should janitorial services be required, a reasonable fee will be assessed to the user.
5. No lit candles, smoke machines, or fireworks allowed.
6. If more than 23 parking spaces are needed for the event, a check in the amount of \$50 for additional parking at the 2nd Congregational Church (made payable to the Church) must accompany this application.
7. Total number of attendees shall not exceed 100.
8. The undersigned has read the attached regulations governing the use of Lincoln Hall and has agreed to comply with them and to assume full responsibility for any damage or loss to the Town as a result of use and/or misuse of Lincoln Hall by the renter or their invitees and agrees to reimburse the Town for said loss. The undersigned further assumes personal responsibility for any and all liability to any person(s) arising out of the use of Lincoln Hall and agrees to hold the Town of Boxford and their agents harmless from, and indemnify them against, any and all claims, demands, liability and damages resulting from the use of Lincoln Hall by anyone at the event held therein.

**Please return completed application to the Office of the Board of Selectmen,
7A Spofford Road, Boxford, MA 01921 at least 15 days prior to intended rental date.**

Name _____ Application date _____

Address _____

Phone _____ Date(s) of rental* _____ Time(s) of rental* _____

Type of function _____ Number of attendees _____

	<u>1 to 25 persons</u>	<u>26 to 100 persons</u>
Up to a two hour rental	\$ 50.00	\$ 70.00
Two to four hour rental	\$ 75.00	\$100.00
Four to eight hours rental	\$115.00	\$150.00

Lincoln Hall now has a total of 23 parking spaces (4 on the side of the building and 19 spaces in the 2nd lot which adjacent to the back parking lot. For additional parking you may request permission from the Second Congregational Church for a fee of \$50.00 (check made payable to the Second Congregational Church)

Cleaning deposit - \$100* (for private parties and public events) *Check made payable to the Town of Boxford and to accompany application

Copy of insurance policy provided? (yes) _____ (no) _____

----- DO NOT WRITE BELOW THIS LINE -----

Action taken: _____ Date: _____

Fee Amount: \$ _____ Collected? (yes) _____ (no) _____