



Wilmot Community Association

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Phone: 603-526-7934 Email: wca@tds.net

www.wilmotcommunityassociation.org

FACILITIES USE POLICIES

FACILITIES AVAILABLE:

- Wilmot Community Association (WCA) Red Barn: function room and kitchen.
- Timothy Patten Park: only WCA members may reserve the picnic area at the park.

USE PROCEDURES & POLICIES:

ALCOHOL

Renters must notify the WCA in advance if alcohol is to be served at the Red Barn.

Alcoholic beverages served at meetings or events are the full responsibility of the Renter. The Renter and his/her staff must comply with all applicable town and state laws and liquor regulations. This includes, but is not limited to, securing proper liquor licenses, hiring bartenders, providing related supplies, and all associated liabilities, as applicable.

More information on obtaining a liquor license can be found on the N.H. State Liquor Commission website at www.nh.gov/liquor/.

Alcohol is not permitted at Timothy Patten Park.

ANIMALS

Other than service animals, animals are not permitted in the Red Barn or at Timothy Patten Park without the express authorization from the WCA Board.

AVAILABILITY & HOURS

The Red Barn is available 365 days of the year. Timothy Patten Park is open from 9 a.m. to 9 p.m. daily from Memorial Day through mid-September.

The rental period includes the event as well as time for set-up and clean-up. The time needed for set-up, clean-up and the actual meeting or event must be included on the Facility Use Form.

BUILDING ACCESS

Renters and their guests or meeting attendees plus their caterers, florists, DJs and/or the Renter's designated personnel are permitted use of the facility during the contracted time period only. A key or arrangements for opening and closing the facility will be provided.

CANCELLATION

Should the Renter need to cancel an event, the deposit will be refunded as follows:

45 or more days prior to the event: deposit refunded in full.

15 to 44 days prior to the event: 50 percent of the deposit will be refunded.

Within 14 days of the event: no refund.

If the Renter or his/her guests violate the terms of the Rental Agreement, the WCA reserves the right to cancel the function even if it is in progress. This may be done at the WCA's sole discretion. The decision shall be binding and final. In such cases, the WCA shall retain all payments and shall not be liable for any charges or forfeited deposits.

CAPACITY

| Facility square footage | Maximum number of people |
|---|--------------------------|
| Function Room 1,176 square feet (24' x 49') | 75 |
| Timothy Patten Park | 100 |

CHILDREN

Children must be supervised at all times in the Red Barn and at Timothy Patten Park.

DECORATIONS

All decorations and decorative material shall be manufactured or treated so that they are flame resistant. The use of untreated, decorative combustible material is prohibited (OUFC 1103.3.3, 1998 ed).

The use of nails, tacks, staples, any tape or adhesive that could leave permanent marks or damage surfaces is prohibited. 3M trim tape is acceptable. All decorations must be removed at the end of the event.

EMERGENCIES & EMERGENCY EQUIPMENT

- Emergency numbers are posted on the front door of the Red Barn.
- The building is equipped with automatic smoke detectors and a fire alarm system.
- The stove is equipped with a fire suppression system activated by a wall switch.
- A defibrillator (AED) and first aid kit are in the emergency First Aid Station in the kitchen.
- Fire extinguishers are in key areas throughout the building. Please note the location of fire extinguishers and exits for safety.

FIRES & FIREWORKS

Possession or use of fireworks, sparklers, pyrotechnics, firearms, ammunition, and explosives is prohibited on WCA property. You may not introduce an “open flame” (candles, lanterns, etc.) at either the Red Barn or Timothy Patten Park. Glass-enclosed candles may be used.

Except for barbecuing on the fireplace or with a portable grill, fires are not allowed at Timothy Patten Park. Renters must extinguish all fires before they leave the park.

FURNISHINGS AND EQUIPMENT:

The Red Barn:

- Function Room
- 2 unisex bathrooms, 1 upstairs and 1 downstairs

Function Room:

- 8 (60 inch) round tables and 12 (96-by-30-inch) rectangular tables
- 96 folding chairs
- Six (90-inch) round, dark green tablecloths
- Eight (90-inch) round, white tablecloths and 12 (60-by-126-inch) rectangular white tablecloths
- Audio and video presentation equipment
- Wi-Fi by special arrangement

Kitchen:

- Refrigerator/freezer
- Commercial gas stove with 6 burners, griddle, and 2 ovens
- Commercial dishwasher
- Microwave
- Toaster
- Commercial coffee maker
- Place settings - dishes and flatware for 100+
- Serving dishes, serving utensils, pots, and pans

Timothy Patten Park:

- Sandy beach and dock
- Playground equipment (swing set, slide, and monkey bars)
- Canoes, paddles, rowboat, oars, and life vests
- Volleyball net
- 4 picnic tables with benches
- 2 unisex bathrooms
- Stone fireplace with grill

Arrangements for additional tables, chairs, and other equipment are the Renter’s responsibility.

HANDICAP ACCESSIBILITY

The Red Barn is handicap accessible.

HIRED STAFF

The Renter is responsible for the actions of any and all caterers, bartenders, wait staff, entertainers, and/or other staff hired for an event.

INSURANCE

The Renter assumes full financial liability and responsibility for damage and/or loss of WCA property, and for any accident, injury, loss, or damage to property incurred as a result of the facility rental. This liability includes legal fees.

The Red Barn: Renters must submit proof of liability coverage showing a minimum liability limit of \$1,000,000 and \$2,000,000 general aggregate for businesses, organizations and nonprofits and a minimum liability limit of \$500,000 and \$1,000,000 general aggregate for individuals and families and naming the Wilmot Community Association as an additional insured, for general and liquor liability.

Timothy Patten Park: Renters must submit proof of liability coverage with their security deposit, showing a minimum liability limit of \$1,000,000 and \$2,000,000 general aggregate, and naming the Wilmot Community Association as an additional insured, for general liability.

All third parties (caterers, performers, etc.) are required to carry liability insurance and workers' compensation insurance as applicable. The Renter must provide proof of coverage.

NOISE

The Red Barn and Timothy Patten Park are in residential neighborhoods. In the spirit of being a good neighbor, Renters should minimize potential noise. Renters, their guests, and staff must vacate the Red Barn by the time specified in the Rental Agreement and no later than 11 p.m. As a courtesy to the WCA's neighbors, music and other loud noise must cease by 10 p.m. in the Red Barn and by 8 p.m. at Timothy Patten Park and the grounds around the Red Barn.

Renters, their guests, and staff should leave the premises quietly.

PROBLEMS

Any problems should be reported to the WCA staff as soon as possible during WCA office hours. The WCA office is open from 9 a.m. to noon Monday through Thursday. In the event of an emergency, WCA staff and local police and fire telephone numbers are posted on the front door of the Red Barn.

RATES & PAYMENT

| | Rental Rates Effective January 1, 2015 | WCA Members and/or Non-Profit 501(c)3 | | Non-member | |
|--------------------------|---|--|---------------|---------------|---------------|
| | | 2-4 hours | 5-8 hours | 2-4 hours | 5-8 hours |
| <input type="checkbox"/> | Children's Party | \$50 | | \$75 | |
| <input type="checkbox"/> | With use of stove | \$60 | Not available | \$85 | Not available |
| <input type="checkbox"/> | With full use of kitchen - stove, cookware, dishes & dishwasher | \$75 | | \$100 | |
| <input type="checkbox"/> | Function Room | \$100 | \$150 | \$150 | \$225 |
| <input type="checkbox"/> | With use of stove | \$115 | \$165 | \$165 | \$240 |
| <input type="checkbox"/> | With full use of kitchen - stove, cookware, dishes & dishwasher | \$150 | \$200 | \$200 | \$275 |
| <input type="checkbox"/> | Tablecloths - dark green | Free | Free | Free | Free |
| <input type="checkbox"/> | Tablecloths - white | \$12/cloth | \$12/cloth | \$12/cloth | \$12/cloth |
| <input type="checkbox"/> | Projector & screen | \$20 | | \$25 | |
| <input type="checkbox"/> | Audio equipment | No charge | | No charge | |
| <input type="checkbox"/> | Wi-Fi capability | \$20 | | \$25 | |
| <input type="checkbox"/> | Table & chair set up | \$25 | \$25 | \$25 | \$25 |
| <input type="checkbox"/> | Table & chairs put away | \$25 | \$25 | \$25 | \$25 |
| <input type="checkbox"/> | Timothy Patten Park | \$50 | | Not available | |

Special rental rate: Rent the Function Room 3 times within one calendar year and the 3rd booking is 1\2 off. Other multi-use rates are available.

A 50 percent deposit of the total rental fee plus a \$50 refundable security deposit are due at reservation. Final payment is due no later than one week before the scheduled event.

RESERVATIONS

To check availability, visit the WCA website at www.wilmotcommunityassociation.org. Reservations may be made by calling or emailing the Wilmot Community Association at wca@tds.net.

To reserve the Red Barn or Timothy Patten Park, Renters should send the WCA a completed facility rental form, a deposit equal to 50 percent of the total rental fee, \$50 refundable security deposit, and proof of liability coverage. Reservations are confirmed on a first-come, first-served basis.

The Renter's security deposit will be forfeited if the event goes beyond the reserved time.

Approved applications may not be transferred.

Any member planning to hold a function at Timothy Patten Park involving 10 or more people should reserve the facility. Reserving the park does not provide exclusive use of the facility but will ensure that a renter's plans do not conflict with WCA-sponsored or other group activities.

SET-UP, CLEAN-UP & TRASH - RED BARN

- Renters are responsible for the set up/take down of tables, chairs, equipment, and removal of all decorations and accumulated trash, unless other arrangements are made.
- All tables, chairs, equipment, and areas used must be cleaned and restored to the condition found prior to use.
- All decorations, equipment, etc. brought in must be removed from premises immediately following the meeting or event.
- Renters should remove all accumulated trash, unless other arrangements are made. Trash may be put in the dumpster on the lower level of the building. Failure to remove trash will result in a deduction from the security deposit.
- The kitchen must be left in the condition in which it was found.
- At the discretion of the WCA, to ensure proper care and use of the facility and its equipment for larger events, the Renter may be required to have, at an additional cost, a custodian provided by the WCA on site before, during, and after the event.
- Upon request, set-up, take-down, and clean-up services are available at an additional cost.
- The Red Barn must be left in the condition in which it was found. If the Renter fails to clean and restore the facilities to the condition found prior to the meeting or event, the Renter will be assessed for cleaning and repairs, as follows:

| Failure to clean & restore facilities to their proper condition | Assessment |
|--|-------------------------|
| Function room floor swept | \$25 |
| Tables & chairs wiped, taken down and put in closet | \$25 |
| Kitchen floor swept & counters wiped clean | \$25 |
| Dishes, cookware washed and put away | \$25 |
| Dish towels (and green tablecloths if used) laundered and returned | \$15 |
| Decorations or other property removed | \$15 |
| Bathroom | \$15 |
| Trash removed | \$15 |
| Damage to equipment or facility | At cost plus 10 percent |

SET-UP, CLEAN-UP & TRASH - TIMOTHY PATTEN PARK

- Groups of 10 or more should remove all trash immediately after use of the property.
- Personal property should be removed.
- Canoes, rowboats, and life vests should be returned to their proper places.

| Failure to clean & restore the park to proper condition | Assessment |
|--|-------------------------|
| Trash removed | \$15 |
| Personal property removed | \$15 |
| Canoes, row boats and life vests returned | \$15 |
| Damage to equipment or facility | At cost plus 10 percent |

SMOKING

The Red Barn is a NON-SMOKING facility. Please do not smoke inside the building and properly dispose of smoking materials if smoking outside.

Timothy Patten Park is a NON-SMOKING area. Please do not smoke anywhere on the property including the beach, playground, and buildings.

SWIMMING

There is no lifeguard at Timothy Patten Park; swimming and boating are at your own risk.

TENTS

Tents are permitted on the lawn in front of the Red Barn and on the beach at Timothy Patten Park. Renters must notify the WCA in advance if they plan to use a tent. Arrangements for delivery, set up, and removal of tents are the Renter's responsibility. Tents should not block the entry or access to parking at the Red Barn or Timothy Patten Park. Tents should be removed within 48 hours of the event.

TRAFFIC & PARKING

On-site parking is available for approximately 18 cars at the Red Barn. Large events (50 people or more) at either the Red Barn or Timothy Patten Park require Wilmot Police Department notification and possible assistance. At Renter's expense and liability, Renter shall provide a Detail Officer to monitor and direct traffic and parking, if so recommended by the Wilmot Police Department. Contact Wilmot Police Chief by email at wilmotpd@comcast.net.

Please observe local "No Parking" signs on Village and Campground roads. Do not park in the driveway, except in designated areas on the right side entry. The driveway is a two-lane access.

WILMOT LEARNING PLACE CLASSROOMS & PLAYGROUND

The downstairs classrooms are off limits to Renters without the express authorization of both the WCA and the Wilmot Learning Place. The playground belongs to the Wilmot Learning Place and is for school use only.

To obtain a copy of this policy, our fee schedule, or the Facility Rental Form please visit our website at www.wilmotcommunityassociation.org.