



Important information for use of Memorial Hall

Please note the following information and procedures to follow upon rental of the facility. We appreciate your help in assuring our facility is in the best condition possible for the next user.

Capacity: 134 people, 21 parking spaces. No parking outside of the designated spaces.

Rental includes 6 folding tables and 36 folding chairs at 5 Towers Road. About 1,200 feet of open floor space. Perfect for birthday parties or small celebrations/gatherings.

General:

- The sale, possession, consumption, and use of tobacco, marijuana, and illegal drugs are forbidden in the Facility and on its grounds (parking lots, walkways, etc.)
- Animals are not permitted inside the Facility except for service animals.
- No sign or temporary structure may be placed on the premises without obtaining advance written approval from the Town. Any signs or temporary structures placed on the premises by User shall be promptly removed by the User at the end of the Event.
- Use of the Facility shall not create any nuisance or disturb the quiet enjoyment of anyone using adjacent or common premises and facilities.
- For all Events involving minors (persons 17 years or under), there shall be at least 1 adult(s) over 18 years of age for every 8 minors for the duration of the Event.

Temperature Control:

- Do not turn off the fans, they remain on year-round.
- Do not change the thermostat.
- One of the large entry doors from the lobby to the hall needs to be left open to allow the heat to circulate.
- Shades should remain closed or at least closed after use. This helps keep the hall cooler in the summer and warmer in the winter.
- Leave the bathroom doors open when not in use.

Decorations:

- Please, no balloons. Loose balloon strings get caught in the fan propellers.
- The facility, its appurtenances, and any equipment contained therein may not be injured, damaged, marred, or defaced in any way. Neither shall nails, hooks, tacks, or screws be driven into any wall or other part of the Facility.

When you leave:

- Leave the space as you found it, or better- neat, orderly and clean condition.
- If renter and guests cause damage to the facility, the Town may retain a portion to all the security deposit.
- If trash is not contained to receptacles provided, please take it with you.
- Turn off the lights.
- Make sure the front and back doors are locked.
- Return your key to Essex Parks & Recreation. Either in the drop box with the envelope provided, or at our office Monday-Friday, 8am-4:30 pm.
- Deposit will be returned or voided within 7 business days once we can confirm the condition of the facility.

THANK YOU

Essex Parks & Recreation

802-878-1342

recmail@essex.org

In case of an emergency, please call Harlan Smith: 802-922-4677

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