

## **POLICY FOR USE OF THE ROBERT E CLIFFORD MEMORIAL BUILDING**

The Town of Haverhill, as owner of the Robert E Clifford Memorial Building, through its Board of Selectmen, hereby adopts this policy governing the uses of the Building and Grounds. The Selectboard reserves the right to authorize use of the Building and Grounds for any Town sponsored activity which may take preference over other approved uses.

The property was obtained from the State of New Hampshire in late 2009 for a cost of \$1.00. There are no restrictions on its use by the Town. The Selectboard commissioned a study of the possible uses of the Building and site through a volunteer citizens committee which researched appropriate uses and submitted a report to the Board of Selectmen on January 12, 2010. Consistent with the recommendations of that report the Building may be leased to private, non-profit, and public organizations for the following uses:

### Short Term Uses

1. Weddings
2. Social events including dances, dinner dances and/or parties.
3. Cultural and historical exhibits, lectures or presentations.
4. Certain fund raising events for non-profit or public agencies.
5. Recreational use
6. Home Shows
7. Meetings
8. Bazaars or Craft Shows
9. Training (for Law Enforcement and others)

### Long Term Leases

1. Storage space rental
2. Rental of Kitchen
3. Office space
4. Exhibit space/museums
5. Commercial use and/or business incubators

General Requirements for the use of space:

1. The Town will require proof of insurance which will indemnify the Town from any risk beyond normal owner's responsibility.
2. Requests for use shall be made on the application form and all requests will be acted on by the Selectboard or their designee.
3. Set-up and cleaning services, before and after events, are not the responsibility of the Town. The space is to be left swept clean and spills are to be mopped.
4. Trash removal is not the responsibility of the Town. All trash must be removed from the property.
5. Furniture (tables and chairs), trash cans and/or bags and kitchen supplies and/or utensils are not provided by the Town.
6. It shall be the responsibility of Lessee to report any damage to the building and/or contents within 24 hours of use.
7. Security deposits may be required for certain uses at the discretion of the Town.
8. Rental and leasing fees shall be made a part of the application form and shall be changed from time to time at the discretion of the Selectboard.
9. Some of these General Requirements may be waived or changed for a long-term lease of space. Each such lease will have its own terms and conditions.
10. Alcohol is permitted for certain functions on a BYOB basis only.
11. All building users shall abide by any posted rules for use of the Building as a condition of the lease of space.
12. The Selectboard or designee reserves the right to decline a proposed use if such a use unreasonably precludes the Building's general availability to the Community.

Adopted: March 15, 2010 (name on Policy amended 7/18/2012)

HAVERTHILL SELECTBOARD

Roderick M. Ladd, Chair

Attest: Bette Pollock, Town Clerk

**TOWN OF HAVERHILL  
APPLICATION TO USE  
ROBERT E CLIFFORD MEMORIAL BUILDING**

**Applicant Information**

**Name:**

**Address:**

**Daytime Phone:**

**E-mail:**

**Requested Use:**

**Section(s) of Building requested:**

**Date and times of use:**

**I have read and understand the Policy for the Use of the Robert E Clifford Memorial Building and will abide by the Policy requirements. I also understand that the Town may require proof of insurance and/or a Certificate of Insurance, a fee and a security deposit from me or my organization as conditions of approval.**

**Signature of Applicant:**

**Fee:**

**Security Deposit:**

**(Make checks payable to the Town of Haverhill)**

**Approved** \_\_\_

**Disapproved** \_\_\_

**HAVERHILL SELECTBOARD OR DESIGNEE**

---

FEE SCHEDULE (subject to change)

Large assembly hall: \$400.00 per day

Hall with Kitchen: \$450.00 per day

Use of Classroom: \$150.00 per day

Use of restrooms are included

Per day is defined as a use of the space in a 24 hour period.

Common Storage Space: \$6.00 per square ft. per year

Secured Storage Space: \$8.00 per square ft. per year

10% discount for 501, C-3 Non Profits

**Security Deposit of \$100.00 required. To be refunded if no damage caused or cleaning required.**



Entertainment Brokers  
International

## TULIP Available to Primex<sup>3</sup> P&L Members

(Tenant Users Liability Insurance Policy)

Entertainment Brokers International (EBI) is pleased to announce that effective immediately, EBI will offer its clientele an easy to use, fast way to insure most types of events and activities taking place at various facilities and venues throughout the United States.

The TULIP (Tenant Users Liability Insurance Policy) has been available for many years. However, the EBI Program has streamlined the underwriting and accounting process in ways that make the EBI Program the most user friendly product in the market place.

### What is a TULIP Program?

The TULIP Program provides low cost General Liability insurance to "third party" users of various venues and facilities. It is used by institutions that permit "third parties" to use their facilities for specific events. It protects both the facility user and the facility itself against claims by "third parties" who may be injured or lose property as a result of participating in the event.

Events may range from very low risk activities, such as seminars, receptions or weddings, to higher risk events including camps, sports events and concerts. The premium is based upon the risk associated with the event or activity, the number of days needed, the number of participants and if there are any special requirements, including alcohol liability, food service, etc.

### Here's what Members need to do:

- Go to Entertainment Brokers International website <http://www.ebi-ins.com/tulip/>
- Click on "Purchase or Quote" under TULIP - Event Insurance
- Either enter your venue ID Code, or
- Type the word "Primex" in the search and then use the *drop down list* by clicking the arrow to select your town, city, or school.
- By selecting your organization this way, it pre-fills member address and then you can key in information regarding your specific event.
- If you have any difficulty with this process, please call Amy Poole at 1-800-698-2364-x136.

Rev. 10\_17\_2012

Bow Brook Place  
46 Donovan Street  
Concord, NH 03301

**Primex**<sup>3</sup>  
NH Public Risk Management Exchange

800-698-2364  
603-225-2841  
[www.nhprimex.org](http://www.nhprimex.org)

TRUST. EXCELLENCE. SERVICE.