

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

Applicant Information

Name:

Address:

Daytime Phone:

E-mail:

Type of Organization: private non-profit governmental charitable

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 Building and will abide by the Policy requirements. I also understand that the Town will 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

See Fee Schedule and rental conditions on the following page

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

Charitable organizations and local governmental entities using the building to raise money for a good cause may be exempt from fees at the discretion of the Selectboard.

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

POLICY FOR USE OF THE ROBERT E. CLIFFORD BUILDING

The Town of Haverhill, as owner of the Robert E. Clifford 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, **governmental, charitable** organizations for the following uses:

Short Term Uses

1. Weddings
2. Social events including dances, dinner dances, **musical events** and/or parties.
3. Cultural and historical exhibits, lectures or presentations.
4. Certain fund raising events for non-profit, public, governmental **and charitable** 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 **submitted to the Selectboard Office** and all requests will be acted on by the Selectboard **at a regular meeting**.
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 **by the applicant**.
5. Furniture (tables and chairs), trash cans and/or bags and kitchen supplies and/or utensils **may be** 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 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

Amended: 2012, 2014

HAVERHILL SELECTBOARD



TOWN OF HAVERHILL *New Hampshire*

Tenant Users Liability “Event” Insurance Policy

<https://app.gatherguard.com/>










[intact] entertainment **GatherGuard** For assistance, please call (844) 747-6240

1 Event Type → 2 Event Information → 3 Insured Information → 4 Policy Documents

Select your event.

If you do not see your event category, please call (844) 747-6240 to confirm event eligibility.

Most popular event types:

 Wedding	 Birthday party	 Meeting (indoors)
 Festival and cultural event (outdoors)	 Charity benefit	 Baby shower
 Church service or meeting	 Social reception (indoors)	 Quinceañera

Other event types

Select from the list

Refunds and Cancellations View Sample Policy and Certificate Need Assistance? (844) 747-6240

(Basic event insurance costs \$75.00)

Search Venue: Haverhill Town Select Board Dartmouth College Highway, North Haverhill NH

intact entertainment **GatherGuard** For assistance, please call (844) 747-6240

1 Event Type → 2 Event Information → 3 Insured Information → 4 Policy Documents

Venue ①

Where will the event take place?

Please verify the following address before confirming the venue

📍 Haverhill Town Select Board, 2975 Dartmouth College Hwy, North Haverhill, NH 03774, USA

Next

Meeting (indoors)
Event Insurance Policy

This policy has additional certificate holders.

[Preview my certificate language](#)

Basic Coverage	\$75.00
Includes: Host Liquor Damage to Rented Premises up to \$250,000	
Additional Coverages	
Terrorism Coverage (included)	\$0.00
Subtotal	\$75.00
Total	\$75.00

Your policy must cover General Liability AND the Rented Premises

intact entertainment **GatherGuard** For assistance, please call (844) 747-6240

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Venue ① EDIT

Haverhill Town Select Board
2975 Dartmouth College Hwy, North Haverhill, NH 03774, USA

Basic Coverage

General Liability Coverage

Limit for each incident (Occurrence)

✓ Includes Host Liquor

Provides coverage when your venue serves alcoholic beverages or allows alcoholic beverages to be consumed on the premises.

Damage to Rented Premises Limit \$250,000

Basic protection for damage that you or your guests may cause to the event space.

[Coverage Details](#) **Next**

Meeting (indoors)
Event Insurance Policy

This policy has additional certificate holders.

[Preview my certificate language](#)

Basic Coverage	\$75.00
Includes: Host Liquor Damage to Rented Premises up to \$250,000	
Additional Coverages	
Terrorism Coverage (included)	\$0.00
Subtotal	\$75.00
Total	\$75.00

Once you receive your Certificate of Insurance forward it to the Town Administration Office