

The Andover Community Hub
157 Main St., P.O. Box 157, Andover, NH 03216
Phone: 603-735-5509
Email: TheAndoverHub@gmail.com, Website: www.AndoverHub.org

FACILITIES RENTAL & USE POLICIES

AVAILABILITY & HOURS

The Hub is available 365 days of the year. The rental period includes the event as well as time for set-up and clean-up. Start and end times, including set-up and clean-up, must be specified on the Facility Rental & 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 door code and procedure for opening and closing the facility will be provided.

CANCELLATION

If the Renter needs to cancel an event, the fee and damage deposit will be refunded as follows:
48 hours or more prior to the event: fee and damage deposit refunded in full. Less than 48 hours prior to the event: only the damage deposit will be refunded. In the case of illness or extenuating circumstances, please discuss with The Hub representative.

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

CAPACITY

Studio square footage -- approx. 960 sq. ft. (24' x 40')	Max. # of people 50
1st floor open space & adjacent room – approx. 1,075 sq. ft. (49' x 22')	Max. # of people 70

CHILDREN

Children must be supervised at all times while in The Hub.

DECORATIONS

Renters must supply their own decorations, including tablecloths and paper goods, as needed. The use of nails, tacks, staples, any tape or adhesive that could leave permanent marks or damage surfaces is prohibited. All decorations must be removed at the end of the event.

EMERGENCIES & EMERGENCY EQUIPMENT

- * Emergency numbers are posted on the wall in the front entryway of The Hub.
- * The Hub is equipped with smoke detectors.
- * A first aid kit is located on the wall at the back end of the main hallway near the Studio.
- * Fire extinguishers are in key areas throughout the building. Please note the location of fire extinguishers and exits for safety.

FIRES, FIREWORKS & CANDLES

Possession or use of fireworks, sparklers, pyrotechnics, firearms, ammunition, and explosives is prohibited on Hub property. You may not introduce an "open flame" (candles, lanterns, etc.) at The Hub. Glass-enclosed or artificial candles may be used.

AMENITIES:

- * Internet access
- * 18 matching folding chairs, many other stackable and "pub-style" chairs in the studio; 48 padded folding chairs in the storage area adjacent to the main floor "Cutter space."
- * 6 six-foot long white plastic tables with folding legs, 4 of them fold in half for ease of carrying
- * 4 48" round tables and assorted other card tables
- 1 accessible bathroom on main floor; two unisex bathrooms on lower level in back of building
- * Kitchen: Refrigerator/freezer, Coffee maker, micro-wave available to any renter; additional kitchen equipment, appliances, commercial refrigerator, china, flatware, serving dishes, etc. by special arrangement.

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

HANDICAP ACCESSIBILITY

The Hub is accessible by an outside ramp to the main floor, although the studio space which is often used for private parties requires the ability to climb 4 steps. If you think a guest might want to make use of the outside ramp, please mention this to us so we can make sure the door is unlocked.

HIRED STAFF

The Renter is responsible for the actions of any and all staff hired for an event.

LIABILITY AND INSURANCE

The Renter assumes full financial liability and responsibility for damage and/or loss of Hub property, and for any accident, injury, loss, or damage to property incurred as a result of the facility rental. This liability includes legal fees. (If alcohol is being served, see below).

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.

LIQUOR

Renters must notify the Andover Hub in advance if alcohol is to be served at The Hub. Alcoholic beverages served at meetings or events are the full responsibility of the Renter. The Renter must comply with all applicable town and state laws and liquor regulations. Renters must submit proof of liability coverage showing a minimum liability limit of a) \$500,000 and \$1,000,000 general aggregate for individuals and families or b) \$1,000,000 and \$2,000,000 general aggregate for businesses, organizations and nonprofits, and naming The Andover Community Hub as an additional insured on an Event Policy from the caterer or homeowner.

QUIET HOURS

The Hub is located in a downtown location with no immediate neighbors, but Renters should minimize potential noise. Renters, their guests, and staff are asked to be quiet by 10 p.m. and vacate The Hub by the time specified in the Rental Agreement and no later than **11 p.m.** Renters, their guests, and staff should leave the premises quietly.

PROBLEMS

Any problems should be reported to The Hub board as soon as possible. In the event of an emergency, Hub board member names and phone numbers and local police and fire telephone numbers are posted in the front entry of The Hub.

RENTAL FEES

The rental fee plus a \$50 refundable cleaning and damages deposit are due at reservation. Final payment is due no later than one week before the scheduled event. The cleaning and damages deposit will be refunded if facility is left in its original condition (trash removed, floor swept, chairs and tables returned to their original location, decorations removed, etc.).

RESERVATIONS

To check availability, with questions, or to schedule a tour, send an email to TheAndoverHub@gmail.com or leave a message on the Hub phone -- 603-735-5509. To insure a reservation, renters must send the Hub a completed facility rental form, plus the rental fee and the \$50 refundable security deposit in a separate check, and proof of liability coverage if necessary. Reservations are confirmed on a first-come, first-served basis. Approved applications may not be transferred.

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

SET-UP, CLEAN-UP & TRASH REMOVAL

- * Renters are responsible for the set-up of tables, chairs, decorations and equipment unless other arrangements are made.
- * All tables, chairs, equipment, and areas used must be swept, restored to the condition found prior to use and put back where they were found.
- * 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. 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.
- * The Andover Community Hub must be left in the condition in which it was found.

SMOKING

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

TRAFFIC & PARKING

On-site parking is available for approximately 18 cars at The Hub. Overflow parking is allowed in the Post Office parking lot across the street at times that the Post Office is closed. Additional

overflow parking is allowed in the school lot behind the Andover Town Office Building located just to the west beyond The Andover Fire Station. Neighboring Pizza Chef parking spaces are not to be used if the restaurant is open during the rental event.