



North Smithfield Heritage Association

Heritage Hall
101 Greene St., Slatersville, RI



HERITAGE HALL FACILITIES RULES – 01/24/23
(these will be part of the Rental Agreement Applicant will sign.)

1. **Capacity** is for **69 chairs in upstairs Hall and 63 chairs in downstairs Hall.** You are responsible to see that these numbers are NOT exceeded. They have been assigned by the Town's Fire Marshall for each room.
2. **Tables and Chairs:** If necessary for tables and chairs to be rearranged for your event, they should be returned to their original places when you leave.
3. **Reservations** for the use of Heritage Hall may be made by an individual or an organization. You must ensure that all regulations are followed, all fees are paid and use of Heritage Hall is **limited to the specific arrangements** approved on the "**Application/Reservation for Use of Facilities - Heritage Hall**" form signed by you.
4. **Rental is for one day or a specific time period ONLY.** Desire to enter the hall before the day of your event may carry an additional fee.
5. **Heritage Hall is in a residential area.** **Noise** must be kept to a minimum, and **evening curfews** are 11 p.m. Friday and Saturday, and 10 p.m. Sunday-Thursday. Plan your event to provide enough clean-up time so you will have left the premises by these curfew times. If NSHA receives any complaints about your event from the neighbors, you and/or the group/organization who reserved the Hall will be unable to use it again.
6. **Animals are not allowed** on the premises or in the building at any time. Exception may be made at the direction of the NSHA rental representative if, at the time of the reservation, you provide us with a medical certificate requiring such assistance.
7. **Bouncy Houses are not allowed on the premises.**
8. **Parking:** Heritage Hall has **limited on premises parking.**
9. **Children's parties:** For **children's parties**, there must be one (1) adult over 18 years of age present at all times for every eight (8) children under 16 in the Hall and at the party.
10. **Decorations:** Please **do not tape**, hang, thumbtack, nail, or affix anything on or to the walls.
11. **Open Fires not permitted:** **No candles may be lit by matches in the Hall in any of the rooms.**
12. **Smoking is NOT allowed.**
13. **Alcoholic Beverages:** Alcoholic beverages may not be sold on the premises.
14. **Consumption of alcoholic beverages:** is limited to wine and beer only by adults. If you intend to distribute and consume alcohol, alcoholic beverages may not be taken outside of the building. Under no circumstances may alcoholic beverages be given to, or allowed to be consumed by minors (under 21 years old). You, as the person in charge, are responsible for adhering to the above. For your protection, as the Social Host, you may wish to secure an event insurance rider on your insurance policy if you plan on serving the allowed alcohol. If so, you must name the NSHA as an additionally insured and give us a copy of that rider when you pick up the key.

15. **Gambling is not allowed** in the building or on the premises.
16. **Damage:** You assume responsibility for any loss or damage to Heritage Association property that occurs during your event. **We will pursue reimbursement directly from you for such damage.**
17. **Kitchen guidelines:** You should bring all food, drinks, equipment and supplies (napkins, plastic plates, cups, glasses and utensils) needed. Available for your use are the sink, stove, refrigerator, microwave oven, toaster, and 30-cup coffeepot. Trash bags are also provided.
18. **Event Space:** You have rented the above named room for the day for your event. You must **not allow** any member of the group to **wander** through other areas of the building or to use any materials or equipment not specifically approved.

19. Chair Lift Rules: Please let us know if you will need to use the chair lifts. They are only for handicap persons' use. Please do not let the children play on the chairlifts! They are not toys.

20. **Hold Harmless:** You assume responsibility for all actions of you and your guests during your event while you are on the Heritage Hall premises. In no way will NSHA be held responsible for actions of you or your guests during this time.
21. **Clean-Up requirements:** Heritage Hall must be **left clean and in order**. Before leaving, you will be expected to do the following:
 - ◆ **Clean and sweep the floors**
 - ◆ **Wipe off counters and return tables and chairs to original places.**
 - ◆ **Bag all trash (including bathrooms) and remove it from the premises.**
 - ◆ **Close and lock all windows.**
 - ◆ **Shut lights off (except light in front foyer that was on and window candle lights).**
 - ◆ **Lock all doors.**
22. **Final Note:** If the above rules are not followed, you may be refused future use of the Hall. NSHA reserves the **right to refuse** the use of the facility, or cancel any reservation, when such action is deemed to be in the best interest of NSHA.

23. WHO TO NOTIFY IF YOU HAVE QUESTIONS:

Jeanne Marion 447-1801

or

Charlie Dubois 741-8022

Thank you for your cooperation.