

MEMORIAL HALL FEE SCHEDULE

Approved by the Wilmington Selectboard 04/03/13

Effective July 1, 2013

Public Events With No Admission Fee: No rental/usage charge for residents, taxpayers, and non-residents.

Public Events Charging Admission Fee: Rental/usage charge \$100 per day

Private Functions:

Residents and Taxpayers: No rental/usage charge

Non-Residents: Rental/usage charge \$100 per day

Insurance, security deposit, and fuel charges still apply.

Long term reservations of the Hall are not allowed, so one group cannot tie up long term dates.

Insurance Requirement: In all situations the booker or sponsor of an event must provide the specified liability insurance except when there is no: entrance charge; per ticket charge; sponsorship fee to attend; or any other way in which attendees are required to pay some revenue to attend. All events where alcohol is available will be required to provide the specified liability insurance.

Security Deposit: A \$100 security deposit is due 21 days prior to the event. If the request is made less than 21 days prior to the event, the security deposit is then due with the signed contract. The security deposit will be refunded after an inspection is made and the hall is found to be clean and undamaged.

Fuel Charges: A \$50/day fuel charge will be assessed from November 1 – April 30

Cancellation/Refund Policy: Please notify the Town of Wilmington as soon as possible regarding cancellation of events. A complete refund of all fees will be made prior to 14 days of the scheduled event. If a cancellation is made with less than 14 days notice, \$100.00 of the security deposit will not be refunded.

The Select Board reserves the right to revoke permission to use Memorial Hall for an applicant's noncompliance with the rules and regulations. Fees are subject to change.

Here are a few reminders for when using Memorial Hall:

- Please leave Memorial Hall in the same condition in which you found it.
- You may not attach any items to the walls of the Hall.
- No helium balloons are allowed in the Hall.
- Please return the key to the Wilmington Town Offices on the first weekday after your event.
- Make sure the lights are all out and the building is locked when you leave.
- Please do not touch the thermostats.
- Please adhere to the conditions that are specified in the Town's Terms & Confirmation of Use Letter.