

## REGULATIONS FOR THE USE OF BEMIS HALL

It is the policy of the Board of Selectmen that Bemis Hall be available as a community resource for Lincoln-based organizations and Lincoln residents. In addition, the Board feels that wedding receptions and large catered functions are properly held at a facility such as the Pierce House since Bemis Hall has limited parking and kitchen accommodations. The basement program room may only be used for simple meetings of 20 or fewer people. Bemis Hall is not available for use before noon on Sundays or before 5 p.m. on weekdays.

### **Capacity:**

Upper Hall - 45' x 45' - Legal Seating Maximum - 200 persons (100-120 will fit comfortably)  
 Basement Program Room – 20 persons

<b>Priority List of Users</b>	<b>Rates</b>	<b>Security Deposit</b>
Official Town Purposes	None	None
Non-profit Lincoln Organizations	None	\$200
Lincoln Residents for Private Functions	\$300	\$200
Lincoln Residents for Private Functions running multiple days	\$150/extra day	
Lincoln Residents for Business Functions	\$500	\$200
Lincoln Residents for Business Functions running multiple days	\$250/extra day	
Lincoln Residents Funeral Reception or Memorial Service	\$100	\$100
Lincoln Music Teachers Student Recitals	\$200	\$100
SMCR (Special Multiple Class Rate when Bemis is vacated by 6:30 pm)	\$20/hour	\$200
Lincoln Residents giving Free Public Concerts (open to the public, no ticket sales, CD sales ok)	None	\$200

- All checks should be made payable to the “Town of Lincoln.” (Please submit the security deposit in a separate check.)
- Space will be held for 10 days pending receipt of usage fee and/or security deposit sent to Barbara Low (16 Blueberry Lane, Lincoln 01773). If the money is not received within 10 days of the application being entered, the space request will be denied.
- Please note that the Board of Selectmen will determine whether or not the Security Deposit will be returned in full based on compliance with the regulations and the amount of any damage or additional clean-up.

### **Equipment Available for Use in Upstairs Hall**

1. Tables: Six 6-foot tables  
               Six 8-foot tables

2. Chairs: 108 Metal Folding Chairs  
               9 White Chairs with Arms

Additional tables and chairs may be rented and brought in. The First Parish Church will rent tables and chairs for off-site use, and the rental fee is waived for Lincoln-based, legal non-profit organizations. The renter must sign a form and agree to pay for any damages. The renter is responsible for picking up and returning the chairs on a schedule that is convenient for the church staff. The chairs are \$.50 each and the tables are \$5.00. Call the church (781-259-8118) to make arrangements.

3. Audio-visual system including microphones and speakers, computer, projector, blu-ray player, and screen.

**Equipment Available for Use in Basement Program Room:** 19 stackable chairs

**General Regulations**

1. No person or organization may use the facilities of Bemis Hall until a properly completed application has been filed with the Bemis Hall Coordinator.
2. Please submit an application a minimum of two weeks in advance, but no more than one year in advance. **Applications should include set up and clean up time required in the hours requested.** Applications can be made on line at the town website:  
<http://www.lincolntown.org/Facilities/Facility/Details/Bemis-Hall-3>. Click Make Reservations.
3. Custodial services will be charged for special preparation, as needed.
4. The Steinway piano is tuned at the expense of the town twice a year by East Coast Piano. The renter may have it tuned at their own expense and only by East Coast piano with the prior permission of the town. The tuning must be scheduled at a time that does not conflict with COA and Recreation programs. At least two weeks notice is required by the piano tuner in order to schedule a tuning.
5. The requirement for a policeman or other safety officer and the charges associated with the same will be determined by the Lincoln Police Department. A copy of your application will be forwarded to the Public Safety Department. They may contact you if they feel it is necessary for you to have a detail officer on duty.
6. Applicants are **required** to check with First Parish (781-259-8118) to see if their use of the hall will conflict with First Parish programs and create a parking problem after the application is submitted for a specific date and time. **No applications will be approved unless the scheduler receives an email from the First Parish Church confirming the event has been cleared with them. Should a church need arise (such as a memorial service) the user will be advised as soon as possible that they must make other arrangements for parking and cannot use the church parking.**
7. No building key(s) will be issued from the Council on Aging at Bemis Hall until all fees and deposits are collected, and the applicant has read and understands the Regulations for the Use of Bemis Hall and agrees to comply with said regulations. The key must be picked up before the event from the Council on Aging. Instructions will be given at that time as to how to return the hall to the proper condition. The key must be returned to the Council on Aging the day after the event (or the Monday after the event if it is on a weekend).
8. Waste containers shall be used for all gum and trash. All trash shall be bagged and placed in plastic bin at the rear of the building at the conclusion of the event.
9. State law prohibits smoking in public buildings.
10. You may view the hall between 8 a.m. and 8:30 a.m. weekdays or at other times after checking with Barbara Low and the COA as to when the hall will be in use.
11. The building must be exactly as you found it when you leave because other renters may be coming directly after you, and the Council on Aging needs to begin their daily set-up by 8 a.m. In order to avoid damaging the building, please:
  - Do not drag furniture across the floor
  - Have dancers and exercisers wear only soft-soled shoes

- Do not put tape on the floor or walls
- Do not place items on top of the piano or move the piano

Before you leave, please:

- Turn off lights outside and inside.
  - Secure all outside doors; **if you have a problem, contact the Lincoln Police at 781-259-9113. The building should NEVER be left unlocked.**
  - Sweep the floor and clean up any spills.
  - Put all chairs, tables, and other furniture neatly back where you found them.
  - Make sure the kitchen appliances are off.
  - Take down any signs you put up.
  - Check to make sure you have all your belongings.
12. All keys must be returned to the Council on Aging at Bemis Hall on the next business day following the function.
  13. Amplified sound or music must be terminated by 11:00 p.m. on Fridays, Saturdays, Sundays, holiday evenings, and holidays. On all other days, music must be terminated by 10:00 p.m.
  14. Elevator pads to protect the elevator walls (located in the safe across from the fire stairs) must be used in the elevator any time equipment is being transported in the elevator.

### **Alcohol Policy**

1. The Board of Selectmen requires a licensed and insured bartender to be present whenever alcohol is served at Bemis Hall.
2. All alcoholic beverages must be poured by a TIPS certified and insured bartender.
3. Bartenders must provide the following insurance coverage:
  - A minimum of \$1,000,000 General Liability
  - \$1,000,000 Liquor Liability
  - Worker's comp
4. **The Town of Lincoln must be listed as an additional insured.**
5. Proof of bartender licensure and insurance must be provided with the Bemis Hall application and deposit.
6. No one under the age of 21 may be served or consume alcohol on the premises.

### **Licenses**

Applicants shall be responsible for obtaining such local and state licenses as necessary for the proposed use of the building. **This includes Board of Health approval for any food served at an event. Contact the Concord Board of Health at 978-318-3275 if you have questions about your obligations regarding food served. Fax the Notice of Food Event to the Lincoln Board of Health at 781-259-1677.**

### **Catering**

1. See above regarding licensing for food.

2. All caterers must carry a minimum of \$1,000,000 General Liability, \$1,000,000 Liquor Liability, and Workman's Compensation. **The Town of Lincoln must be listed as additional insured.** A copy of a current license is required.

### **Food in the Basement Program Room**

Food may not be served in the basement program room.

**Fire and Safety Regulations:**

- Maximum precautions shall be taken to avoid fire hazards (fireproofing of decorations and evergreens, no candles, etc.).
- No more than two people may be in the balcony at any one time.
- Police and Fire Department regulations posted in the building must be observed.

**Security deposits will be returned in full ten days after the event providing the custodial inspection performed after each function shows:**

- **The Regulations for use of Bemis Hall have been complied with;**
- **There has been no damage to Bemis Hall, its grounds or its equipment;**
- **The keys have been returned.**

**THE BOARD OF SELECTMEN SHALL DETERMINE, IN ITS SOLE DISCRETION, WHETHER ANY, AND IF SO, HOW MUCH OF THE DEPOSIT SHALL BE RETAINED FOR ANY REASON.**

**10/16**