

East Sandwich Grange Hall Rules and Regulations

Smoking is prohibited inside all buildings on the property

EVENT MANAGEMENT

An NFoAA Event Manager will walk through the hall with the renter prior to the event.

A NFoAA staff Event Manager will be on site during the event to answer questions and to direct the Renter and their guests. No Staff member will act as a Personal Security Detail for the event.

The Renter and/or their designated Person-to-be-in-Charge must be present during the entire pre-event setup, during the event, and after the event to ensure the Grange Hall is returned to pre-event condition.

Renter shall secure from the public agencies having jurisdiction any required license or permit that may be required as to the particular activity or purpose for which the Grange Hall or its premises are to be used. Renter shall pay any cost or fee required for such license or permit.

Renters will be responsible for maintaining order throughout the rental period and shall not engage in or allow others to engage in conduct which may cause harm, injury or damage to persons or property.

Dried plants or materials, tropical plants, candles or any open flames are not allowed. No rice, confetti, sprinkles, or glitter sprays may be used.

FOOD/CATERERS

The use of food and beverages is restricted to the first-floor lobby and the Grange Hall's main hall only. No open beverage containers and/or food are allowed on the stage area.

The Renter is responsible for making arrangements for all food, beverage and other needs. All trash created by the event is the responsibility of the Renter or caterer and must be properly bagged and removed from the building at the conclusion of the event. All catering equipment and supplies must be picked up at the conclusion of the event. The NFoAA will not be responsible for any lost or stolen catering equipment or other supplies.

The Renter, guests, florists, decorators, caterers, musicians, and photographers, etc. are all under the obligations of these rules and regulations.

If different from the Authorized Contact Person please provide the name of the Person to be in Charge during the event:

Person to be in charge during the event: _____

Phone #: (_____) _____ Cell Phone #: (_____) _____

E-mail: _____

Renter's Signature _____

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All minors on the Benjamin Nye Homestead & Museum property must be accompanied and supervised by responsible adults

PETS

Animals are not permitted within NFoAA buildings except for certified service animals. Dogs must be leashed at all times within the Homestead grounds. Pet feces must be removed by the dog owner in all areas of the grounds.

SECURITY

The NFoAA requires security for events in which alcohol is served. The NFoAA reserves the right to require security based on size, and nature of the event. The NFoAA will arrange for security. The price for a Sandwich Police security detail is \$55.00 per hour (2019; minimum of four hours). A security detail is required at the expense of the client for all events serving alcohol,

ALCOHOL AND CONTROLLED SUBSTANCES

Consumption of alcoholic beverages is allowed only within the Grange Hall building

The Nye Family of America Association, Inc. takes no responsibility for the consumption of alcohol or controlled substances by parties which supply their own beverages.

_____ is renting the facility on _____ for the purpose of holding a _____. The NFoAA is not liable for any alcohol or controlled substances consumed on its premises at this event.

I have read the above statement, and I verify, with my signature, that no action will be taken against the NFoAA for any alcohol or controlled substances privately supplied and/or consumed at this event.

Renter's Signature _____ Printed name _____

Received by _____, NFoAA Representative

NOTE: Minors are not allowed to consume alcohol or controlled substances on Benjamin Nye Homestead & Museum property even if a parent of the minor secures the alcohol and/or controlled substance.

CAPACITY

The maximum capacity of the main floor of the Hall is 100 people unless special arrangements are made with a Nye Association Event Manager.

FIRE SAFETY: All exits are marked and must be kept clear at all times in case of an emergency. Fire extinguishers are located on the main floor next to the front door and by the stairs on the lower level.

NOTE: When a public event with paid admission is held, the Sandwich Fire Department requires that a Fire Warden be appointed to oversee safety issues.

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PARKING

There are two parking areas on the opposite side of Old County Road. One is on the right-facing grassy island, the other on the bypass road left of the pond.

Please refer to the parking map. Events where more than 20 vehicles are expected should have 2 volunteers to direct drivers to the designated parking areas. Neon safety vests are available.

Orange traffic cones are available to set out to mark parking and crossing areas.

An access parking spot is to be left open for an emergency vehicle directly in front of the hall.

Please keep neighboring driveways clear and do not park in front of residences.

If the event is held during hours the Nye Homestead is open, a marked parking area will be blocked off for use of museum visitors and staff.

HEAT AND AIR CONDITIONING

The main floor heating is controlled by the thermostat to the right of the stage upstairs.

BASEMENT ALARM

If a beeping sound is heard from the basement, this indicates a possible problem with the septic system. Please call your Event Manager immediately.

DECORATIONS

- Decorations must be fire proof and meet all fire ordinances
- Decorations *may not* be fastened to the walls with thumb tacks, nails, or staples
- All exits **MUST** be clear of any obstructions and remain open at all times
- Nothing may be removed from the walls
- Do not hang decorations from the ceiling lights

EQUIPMENT:

Antique theater-style seating for fifty people as well as a limited supply of tables and chairs are available and free of charge.

RENTER is responsible for procuring and returning any additional furnishings and equipment.