

**LYME PUBLIC HALL & LOCAL HISTORY ARCHIVES, INC.**

249 Hamburg Road, PO Box 1056

Lyme, CT 06371



**RENTAL POLICIES & PROCEDURES**

**Rental agent:** Jos Konst (860) 391-3466

**Email:** info@LymePublicHall.org

**Rental Fees\***

\$350 Full upstairs (includes Main Hall, Small Meeting Room, Kitchen, and parking)

\$75 Small Meeting Room (includes Kitchen and parking)

\$35 Parking lot only

\* 10% discount for LPHLHA members

**Facility Details**

(Refer to **Building Layout**)

**Main Hall (air conditioned)**

Capacity: 65 seated at tables or 100 lecture seating or 140 maximum standing

34' x 29' with adjustable lighting

Stage is 16' x 12', 8' x 8' with a manual projection screen (stick with hook on the stage)

18 banquet tables (30" x 72") stored under the stage

78 stackable chairs and 50 folding chairs.

**Small Meeting Room (air conditioned)**

20' x 18'

One large table that seats ten (10)

**Kitchen**

1 range, 2 refrigerators, microwave oven

**Parking**

Capacity: Approximately twenty-five (25)

Off-street, lighted

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### Rental Requests & Requirements

1. Rental requests should be made to our Rental Agent.
2. Requests should be made at least three (3) weeks before the requested date(s).
3. To secure the date(s), a deposit of \$100 is required at the time of the request.
4. The completed and signed Rental Agreement is due one (1) week before the rental date along with the rental fee, paid-in-full. *Current LPHLHA members receive a 10% discount.*
5. A Certificate of Insurance is required one (1) week before the rental date. This should be secured from the renter's homeowner or organization insurance carrier indicating general comprehensive liability insurance in amounts not less than \$300,000.00. For a commercial business, the Certificate of Insurance should name the Lyme Public Hall & Local History Archives, Inc. *and* the Town of Lyme as additional insured. Fees related to the insurance rider are the renter's responsibility.
6. A \$150.00 security deposit (by separate check) is also required when the Rental Agreement is submitted. Following the rental, we will inspect the premises. If the **Facility Rules, Renter Responsibilities, and Checklist for Closing the Hall** have been fulfilled (as outlined below), the Public Hall is clean and there are no damages, and the Public Hall key has been returned, the security deposit check will be returned to the renter. Repair or clean-up costs beyond \$150.00 will be billed to renter.
7. Rental dates are guaranteed only after we have a Rental Agreement signed by both parties, a Certificate of Insurance, payment-in-full of the rental fee, and a security deposit.
8. The Town of Lyme has public health services provided by the Ledge Light Health District (LLHD). Public Hall renters who plan on serving food must contact LLHD to receive specific instructions for their event. The LLHD Lyme supervisor is Katie Baldwin (860) 448-4882 ext. 1319 or kbaldwin@llhd.org.
9. At least one (1) week before the rental confirmed renters should contact the Rental Agent to coordinate Public Hall setup details.
10. The Lyme Public Hall & Local History Archives, Inc. reserves the right to refuse any rental requests.

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### Facility Rules:

1. The rental event shall end no later than 1:00 am.
2. A responsible adult aged 21 or over shall be present at all times during the rental period.
3. Rental restrictions
  - a. Smoking is not permitted in any part of the building.
  - b. No alcoholic beverages may be sold on the premises. Alcoholic beverages may be served and consumed only by persons of legal drinking age.
  - c. No lit candles or flames of any kind are allowed.
  - d. No portable heaters or air conditioners of any kind are allowed.
  - e. No smoke or fog machines of any kind are allowed. Our smoke alarm is connected directly to the fire department.
  - f. Pictures may not be taken down without prior permission from the Rental Agent.
  - g. No tacks, tape, or adhesives of any kind may be used on the walls.
  - h. Nothing may be hung from the wall sconces.

### Renter Responsibilities

1. Tell the Rental Agent how many tables—up to 18—that you require. The Public Hall will set out tables. The renter must set up and restack chairs.
2. Building heat: Turn up the thermostat in the Small Meeting Room and open the eight floor registers along the north and south walls in the Main Hall. When closing the Public Hall, close the eight floor registers in the Main Hall and reset the thermostat to 50 degrees. See **Building Layout**.
3. Building air conditioning: Remove the remote control from the storage bracket in the Small Meeting Room. Each unit operates independently. Stand close to a unit, point the remote at the unit, and press the ON button. There is no temperature adjustment. When closing the Public Hall, turn off all AC units using the remote and return the remote to the Small Meeting Room bracket. See **Building Layout**.
4. Hot water (if needed): The hot water heater is in the utility closet at the bottom of Downstairs. Turn the hot water heater switch on to start heating water. Turn the hot water heater switch off when closing the Public Hall. See **Building Layout**.
5. Parking lot snow removal, if needed, is the responsibility of the rental party.
6. Renter shall follow **Checklist for Closing the Hall** (page 4) before leaving and leave the Public Hall in “as found” and “broom clean” condition.
7. Renter shall return the Public Hall key to Rental Agent within 24 hours of rental.

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**CHECKLIST FOR CLOSING THE HALL**

**General (see Building Layout)**

- Sweep all floors.
- Remove renter belongings.
- Remove unused food from premises.
- Leave furniture as found on arrival.
- Empty all trash cans and insert new trash bag (found under sink in kitchen).
- Remove all trash bags and recycling from premises.

**Main Hall (see Building Layout)**

- Close the eight floor registers in Main Hall.
- Turn off Front Floodlights. (Step outside and visually check that floodlights are off.)
- Lock the Front Door from outside with the door open. Shut the door and double-check to make sure thumb latch cannot be depressed.

**Downstairs and Rear Door (see Building Layout)**

- Turn off hot water heater located in utility closet at bottom of back stairs — if used during rental.
- Turn off back stair lights.
- Lock the Rear Door from outside with the door open. Shut the door and double-check to make sure it's locked.

**S. Anteroom (see Building Layout)**

- Ensure that outside Handicap Door is secure at top and bottom.
- Close all interior doors.
- Turn off lights and see that both interior doors are closed.

(continued)

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**CHECKLIST FOR CLOSING THE HALL  
(continued)**

**Small Meeting Room and Kitchen (see Building Layout)**

- \_\_\_ Check electric range in the Kitchen. Ensure that all switches are OFF.
- \_\_\_ Turn off kitchen lights.
- \_\_\_ Ensure the Kitchen Door is secure, top and bottom. (It's self-locking.)
- \_\_\_ Lower the thermostat to 50 degrees.
- \_\_\_ Turn off all lights.
- \_\_\_ Turn off all AC units. RETURN REMOTE TO MEETING ROOM BRACKET.

**N. Anteroom (see Building Layout)**

- \_\_\_ Close all interior doors.
- \_\_\_ If parking lot lighting for exit is needed, turn the two timed switches controlling outside flood lights clockwise.
- \_\_\_ Turn off all other lights.
- \_\_\_ When ready to depart, release "panic" bar on outside Side Door so door will lock on exit. Ensure that door is properly latched.