

Bethel Town Hall- Maintenance & Operations Issues 2/26/2009

Features of Hall	Uses, including rental	Staffing	-Kitchen -Decorations	-Alcohol -Smoking -Open Flames
<p>Hall: Approx. 40' x 40' hall (seating 200) with stage and balcony (seating 50).</p> <p><u>1st Floor to start:</u> Mechanical room Meeting room on left. Also: 1 handicapped bathroom ? kitchenette?</p> <p><i>Configuration of rest of 1st floor to be determined by citizens after they have used the building for a time. This includes possible rented office and whether any space is dedicated to a particular organization. If so they need to pay rent.</i></p> <p>Storage cabinets for users?</p>	<p>TYPES OF USERS: 1- Municipal boards & hearings, meetings. 2- Non-profits like boy scouts who are “serial” users of at least 1x per month; 3- Citizen groups; regular meetings and annual events; 4- performances 5- moneymaking events like weddings & commercial events 6- school uses</p> <p>Should any group get dedicated <u>storage space</u>? In cupboards? Where? Under stage? Fees for these?</p> <p>A rented office space for presence and steady income? Decide later with 1st floor dividing.</p>	<p><i>Identify TASKS TO BE DONE. Selex will choose who to do them.</i></p> <p><u>Long term duties.</u> Royalton’s <i>Oversight Board</i> made up of reps from user groups met monthly and: identified needs, fundraising, oversight. Need someone to identify longterm maintenance needs and press for them.</p> <p><u>Short term duties:</u> -Schedule -Give out and receive back keys. (key box <u>at</u> hall is good to return keys immediately after events).</p> <p>-Walk renters through the building & cleaning -Check after events to see if complied -more thorough cleaning kitchen, bathrooms, etc -furnace, plumbing, snow removal, garbage, etc. <i>-need someone to call AND REACH if problems during usage.</i> Phone to do this with.</p>	<p><i>Separate fee for kitchen use?</i></p> <p>-How elaborate is kitchen? -Access to outside and to eating area -Where is eating area? -Tables, chairs, cutlery, dishes, pots & pans, etc? -Truckenbrods want to donate stainless sink.</p> <p>DECORATIONS?</p> <p>Build hooks into window frames & other spots to attach decorations to. No tape, nails, etc.</p> <p>How will events be advertised outside of building? Michael Mills’ comments on importance of this.</p>	<p>ALCOHOL: Yes if possible. <i>Need to change town ordinance for Alcohol.</i> Build into it issues, many to be determined by insurance coverage & options. Separate contract or liability insurance by event for alcohol use?</p> <p>BYO and free alcohol vs. sold. Licensed caterer/bartender needed if sold? Larger deposit if alcohol?</p> <p>Neighbors concerns? Events to END at some time? Midnight in Chelsea.</p> <p>Who to police?</p> <p>SMOKING: NO. what about in entry way, etc. very near building? Ideally not.</p> <p>OPEN FLAMES: what does insurance say? Is there a romantic alternative to candles, etc. , for weddings? Open Flames under some circumstances? What?</p>

Fees for Use	Deposits	Contract document	Liability insurance for whole and for individual events	Notes/questions
<p>Additional fuel charge Oct. 1- May 1 for fuel? \$35 in Chelsea, others talking about it.</p> <p>Charge by hour with minimum of 2 (SoRo & White Church)? By 4 hours, by ½ day, by day???</p> <p><u>Most venues are planning price increases.</u></p> <p>Begin with Royalton, White Church & Bethel School Royalton: \$15/hr, 2 hr minimum; White church is \$30/hr, 2 hr min. or \$175 / day.</p> <p>School (very outdated) rates range by room: Cafeteria \$8/hr; Gym: \$15; Classroom:\$5/hr. Kitchen is \$10/hr PLUS \$18/ hr for Kitchen Manager</p> <p><i>Everyone pays something or free to ????? Possibility of work in lieu of fees?</i></p>	<p>Yes. Range by room and alcohol use. More is probably better.</p> <p>Others range: \$25-\$100 for a room; \$100 - \$150 - \$500 for the halls.</p> <p>White Church is \$50, So. Ro. is \$50, School just must indemnify Bethel Town School District against any loss, expense or damage & pay any and all damages. How to enforce this?</p> <p>Work with the insurance on this.</p>	<p><i>See others given to Selex. They are very informative.</i></p> <p>Norwich is particularly good.</p> <p>The more that is spelled out the better.</p> <p>They should include instructions on cleaning up after use.</p> <p>Our contract would need to be looked over by town attorneys.</p>	<p><i>Need to educate people involved to various insurance issues & then choose.</i></p> <p>Rochester had an insurance agent make a presentation outlining all the insurance issues and then purchased after they understood.</p> <p>They made sure volunteers were covered, even if off picking up donations for Pierce Hall. Also all visitors covered and the building itself, including regular updates to reflect additional work done on the building.</p> <p>Also work with VT League of Cities & Towns, and perhaps Royalton, which is looking into increasing their insurance beyond that offered by the League.</p> <p><i>Should parties have to get their own, additional insurance? Good idea, but have forms and info readily available to them so it is EASY.</i></p>	<p><u>Keys-</u> make non-duplicatable -Master keys and who has them vs. ones for events that just get into (which) areas? -How to pick up? Where to return? (box on building?)</p> <p><u>How can public access/use hall when not in use for an event?</u> <i>What day-to-day presence will Hall have in life of community when not in use for events?</i> Historical displays? Staffing this? (See Lyme)</p> <p>Generally the more open and used the better.</p> <p><u>School use</u> for stage things: vb Should be free. Who to be responsible for groups of kids? Can kids do fund raisers or projects like cleaning parking lot?</p>