



# Application for Class Use of Art Gallery

Forms submitted to: Town of Exeter, 32 Court Street, Exeter, NH 03833

[communitypermits@exeternh.gov](mailto:communitypermits@exeternh.gov)

Use Request:  Art Gallery

Back Room

### Representative:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Town/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Organization:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Town/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

### Reservation Details:

Type of Event/Meeting: \_\_\_\_\_ Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Will food/beverages be served?    Yes    No

Tech/ AV Services Needed:    Yes    No    Details \_\_\_\_\_

### Requirements:

**Cleaning Deposit:** A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building was acceptably cleaned, the deposit fee will be returned to the user.

**Liability Insurance Required:** Certificate of Insurance and endorsement/provisions to be submitted with completed application. Required Amounts: General Liability/Bodily Injury/Property Damage: \$1,000,000 per occurrence, \$2,000,000 aggregate; the Town of Exeter must be listed as an additional insured.

**Rental Fee:** Must be paid at the time of application submission.

**Tech/AV Services:** There is a fee of \$80 an hour for any Tech/AV services needed. Services must be arranged in advance. Email [extvg@exeternh.gov](mailto:extvg@exeternh.gov) to coordinate.

**Keys:** Access to a town requires a key sign out. Keys can be obtained from the Town Manager's office at the Town Office during normal business hours (there is no other option for obtaining a key). A key can be collected up to 24 hours before your event (with the exception of Sunday events).

Signing below acknowledges receipt of and agreement to all rules, regulations and requirements pertaining to the use of a town facility. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by the Select Board/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

### Town Use Only:

Liability Insurance:     On file     In-process     Fee: Paid    Fee Amount Received:

## **Town Hall Art Gallery/Backroom Policies and Procedures**

1. All users of the gallery are responsible for the care of the space. This includes removal of trash and recyclables from all areas, including the bathroom, sweeping floors, wiping down tables and sinks if necessary, vacuuming the carpet if needed, and leaving the space neat.
  - a. No nails or other permanent fixtures, including strong sticky substances, may be applied to the walls of the Gallery.
2. If you encounter any problems with the space, including problems with the lighting, panels, maintenance issues, problems with the doors/locks, the elevator, plumbing, etc. please report it to the Town Manager's Office.
3. Making copies of the key is strictly prohibited.
4. All items brought in by artists and groups must be brought back out at the end of the show. No personal items can be stored in the building.
5. Tables and chairs should be folded up and returned to the storage areas after use.
6. ART WORK MAY NOT BE LEFT IN THE GALLERY.
  - a. Art work left in the gallery after a show will be viewed as abandoned and it will be assumed that the artist has relinquished their right to the work.
  - b. Abandoned work will become property of the Town.

### **Opening & Closing Process**

#### **Opening the Gallery:**

1. To unlock the side handicap accessible door.
  - a. Push in the "press bar" then use the Allen wrench to lock it in open/unlocked position.
1. Upstairs, open the double doors and use hooks to secure them.
2. Open and unlock the front, main, door to the building.

#### **Closing the Gallery:**

1. Close and lock all doors.
2. Be sure the gallery, sitting table, etc. are neat and in good order, and remove all trash.
3. Turn off all lights and equipment, etc. including the backroom and bathroom.
4. Hang the velvet rope across the elevator door on the first floor.
5. Use the Allen Wrench to release the "Press Bar" on the side door.
6. Return the key to the Town Manager's Office.