I- Purpose:

Historic Warren Armory (HWA) encourages civil and enjoyable community use of the HWA’s facilities. Efforts will be made by HWA to minimize the charges to community groups using the facilities and at the same time maintaining a balance between receipts and expenditures for the use of these facilities. HWA’s Board of Directors has set forth these regulations governing the use of the facilities, as well as fee schedules, where applicable. It also establishes responsibilities of groups using the facilities.

II- Policy:

A- Resolved, that HWA encourages civil and community use of Armory Hall facilities.
B- Be it further resolved, that all groups using the facilities will conduct activities that are:
   1. Orderly and lawful
   2. Not of a nature to incite others to disorder.
   3. Not restrictive by reason of race, creed, sex, national origin, color, religion or disability &
   4. Not destructive in any way to the historic Warren Armory Hall facilities.

III- Agreement:

The approved applicant shall, prior to the use of the facility, agree to the following provisions:

A- That HWA reserves the right to require and charge for police and fire supervision for any event.
B- That HWA reserves the right to hire and charge for supervision or custodial services as determined by the Building Manager and
C- That HWA reserves the right to make additional charges for Saturday, Sunday and holiday events and damages not covered by the renter’s insurance.

IV- Insurance & Liquor License:

A Certificate of Insurance is required 30 days in advance of the event naming Historic Warren Armory as an added insurer for any event with more than 150 people in attendance or when alcoholic beverages are consumed and must be attached to this document. A liquor license issued by the Town of Warren is required and must be attached to this document if liquor is sold separately from the cost of admission. Please check with your caterer, if one has been hired to serve your event, because the caterer may have this required insurance coverage.

V- Site Visit:

It is my understanding that an Armory Hall site visit will be conducted 30 days prior to the event date acknowledging receipt and understanding of the Rental Information and Use Fees.

It is understood that I must inform members of my group that Armory Hall is an historic building and no adhesive, tape, tacks, nails, staples or other such will be stuck to walls, doors, or woodwork of Armory Hall or its furnishings. All decorations will be of non-flammable materials and not hinder entrance or egress or fire alarm systems. No holes shall be made in any part of Armory Hall or its furnishings. Equipment cannot be dragged across the floor. Sound levels must be in compliance with local regulations and in keeping with the residential nature of the neighborhood. Note that display cases and bookcases cannot be moved. Furniture and furnishings in the hall cannot be removed and the historical significance and architectural features of Armory hall and its grounds must be respected in every way.
VI - Rental fees and Payment:

The fee to rent the large Public Hall is based on (1) number of hours (including set-up, rehearsal(s), take down/clean up); (2) dates, (3) areas of Armory Hall to be used and 4) reasonable utility use. A discount is given for multiple day events.

The 1896 Room is also available to rent. Please request a separate application including a separate fee schedule.

A - Use Fees:

1. Maintenance fee:
   a. A $50.00 Maintenance fee is required at the time of application. The Maintenance fee will be refunded when determined by the Building Manager that the public hall has been cleaned in the same manner as when rented at the completion of the contract. All other applicable fees are due and payable 30 days prior to the scheduled event.
   b. Damage: Any damage to this historic property incurred by the applicant is the responsibility of the applicant to return the damaged area to its restored condition.

2. Event fees (4 hour minimum):
   a. Number of attendees:  1-50 $100.00  
                              51-100  200.00  
                              101- over  300.00

3. Set-up/Take-down:
   a. There is no fee for the applicant to set up on the day prior to or the day of the scheduled event or to return the Public Hall to the same condition when made available on the day after the scheduled event. All tables and chairs are to be returned to the designated storage areas. All recyclable waste (bottles, cans, large cardboard/paper pieces) in a separate container provided by HWA and all other waste to be placed in 55 gallon bags and left for disposal at the west side entrance door of Armory Hall.
   b. If the day prior to or after the scheduled event is not available, the applicant must make arrangements to conduct set-up and take down on the day of the event.
   c. Building Manager services if requested: The Building Manager is available prior to, during or after the event @ $50.00 per hour.

4. Kitchen use:
   a. If any kitchen appliance is required there is a $35.00 fee in addition to the event fee.

5. Use of furnishings:
   a. Tables: 14 tables 3'x6' available (set up & return to dollies are the responsibility of the renter)
   b. Chairs: 80 available (set up & return to dollies are the responsibility of the renter)
   c. Additional tables and chairs are available for rent. See separate pricing schedule.

6. Insurance/Liquor License: See IV Insurance & Liquor License above

7. Police and/or firefighters: If necessary may be required. If so, their fee(s) will be in additional to above.

8. Town Event Fee: $15.00 as required by the Town of Warren

9. Other Fees:
   d. Fees for normal, special and/or additional services are determined by the Building Manager

B - Payment and Refunds:

1. Payment:
   a. All fees are payable 30 days prior to the event.

2. Cancellation:
   a. All collected fees will be refunded if a cancellation is received in writing by HWA before the 30th day prior to the event provided no expense has occurred on behalf of the renting party.
   b. The Rental Application and all fees are to be filed at least 30 days in advance of the requested rental date and it shall be up to the discretion of the Building Manager or Historic Warren Armory whether or not the application will be approved.

APPLICANT organization/name: (please print):

APPLICANT address:

APPLICANT signature: ___________________________ Date: _________

HWA authorized signature: ___________________________ Date: _________