



Regulations for the use of the Lancaster Town Buildings

Application

An event date will be reserved and confirmed once a completed application is received, along with the reservation check and the security check. A tour with the person hosting the event must be completed with Town Facilities Personnel before submitted an application. The Town Hall is available Mondays-Saturdays.

Please be advised there are no alcoholic beverages to be served in Town buildings or property without an approved One Day Special License.

The capacity of the Town Hall auditorium is as follows: 695 Main Street

Seating capacity of the auditorium (meeting style) 200

Party capacity of the auditorium (chairs and tables) 100

Maximum precautions must be taken to avoid fire hazards. Only battery-operated candles are allowed. Torches are not allowed on the grounds outside. Lancaster buildings are smoke free. Smoking is allowed only outdoors in designated areas.

Liability to Persons and Property

Any approved applicant agrees to assume liability for any and all personal injury or property damage resulting directly or indirectly from the applicant's use of the premises. The approved applicant further agrees to hold the Town, agents and employees harmless from any and all liability, claims or assessments arising out of the applicant's use of the Town Hall Auditorium and grounds. The Town assumes no responsibility and expressly disclaims any liability or responsibility for damage to personal property belonging to the applicant, guests, or employees in or on the premises, for injury to persons invited to the premises or employed by the applicant for any purpose whatsoever.

The applicant shall agree to be responsible for and to reimburse the Town for any loss or damage to the building, its contents, equipment or grounds by the applicant, guests, employees or servants.

The Town reserves the right to require Personal Injury Liability Insurance with a minimum of \$250,000, naming the Town of Lancaster as additional insured. You will be apprised of this requirement at time of confirmation of your event booking.



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Large Event General Rules (26 to 200 people)

You must meet with the Town Offices' facilities personnel at least 10 Days before the event to coordinate details for your function. Details to be checked include:

(4) Hour minimum custodial fee of \$130. Beyond four hours requires and additional \$100.

- General liability insurance certificate in place
- Temporary Food Permit in place
- Deliveries and Pick-up Schedules checked
- Decorative Plans confirmed
- There cannot be undue noise after 9:00 pm.
- The balcony in Town Hall is off limits
- Rental of tables, chairs and tents (if used) for functions is your responsibility.
- You may be required to hire a Lancaster Police detail to be present at your function.

Small Event General Rules (25 people or less)

Events of short duration (30 mins to 1 hour) without need for custodial services will not be charged a fee, but must still complete the application process and all other rules are applicable.

The hourly rate charged for the event will apply for any additional hours used beyond the booking time.

The Town reserves the right to require Personal Injury Liability Insurance with a minimum of \$250,000, naming the Town of Lancaster as additional insured. You will be apprised of this requirement at time of confirmation of your event booking.

Rate Schedule

USE TYPE	CHARGE
Official Town Purposes	No Charge
Small Private Functions	No Charge up to (1) hour - \$25/hr. thereafter
Large Private Functions	\$25/hour w (4) hour minimum