

Canton Historical Society

Application to Reserve Building and/or Grounds

Revised on 1 January 2022

Who can reserve the building for use?

The Hayford Hall of the Canton Historical Society (CHS) at 25 Turner Street in Canton may be used by any non-profit organization, government or public agency, community group, or resident provided they are engaged in a charitable or community event, or for private events. The building may not be reserved to engage in any prohibited activities as outlined below.

Building use will be granted on a first-come, first-serve basis as the building is available. Any group or individual who has previously breached these guidelines may be refused use of the building.

The CHS reserves the right to refuse the use of the building by any group that promotes discrimination based on race, color, nation origin, religion, sex, disability, age, genetic information, sexual orientation or gender identity or expression.

When can the building be reserved for use?

The building may be reserved year round any day of the week between 9AM and 10PM.

Additional times may be reserved depending on availability of Board Members and the approval of the President of the CHS or their designee.

Are there fees for using the building?

Yes, please see attached Fee Schedule.

What amenities are provided in use of the building?

WiFi

The Historical Society does have WiFi for your event. A Password will be provided upon request.

Kitchen

There is a fully operational kitchen available for use during the event. Appliances include a full size refrigerator, a microwave, coffee maker, coffee urn, 4-burner stove and oven.

Restroom Facilities

There are two gender-neutral, handicap accessible restrooms one on each floor. Both restrooms are handicap accessible.

Initials

Initials

Canton Historical Society

Application to Reserve Building and/or Grounds

AV Equipment

The Historical Society AV equipment consists of a Fender sound system, a projector, microphones, and a screen.

Tables and Chairs

The Historical Society has a few folding white plastic tables that can sit 8 to 10 people each. We also have several folding metal chairs. The tables and chairs are located in our first floor storage area. You will need to provide the labor to move the tables and chairs up to the Hayford Hall on the second floor both before and after your event.

Chair Lift

A handicap chair lift is available for those needing assistance to access the Hayford Hall. Please note, you must indicate on the application if any of your guests will require the use of the chair lift so we can properly staff your event.

Additional Information

Occupancy

The Hayford Hall is able to accommodate 100 people for an event. The Canton Historical Society cannot guarantee meeting or event space if there are more attendees than designated on the application.

Parking

There is very limited parking onsite. There is on street parking and parking located close by requiring a short walk.

Heating and Air-Conditioning

The building is heated year round but does not have air-conditioning. If the event becomes too warm, use of the ceiling fans and opening of windows is encouraged.

Entry

There is a main entrance in the front of the building with a handicap accessible entrance ramp. There is a chair lift to access the 2nd floor for those requiring assistance.

Who provides services and setup/cleanup?

Event organizers shall provide their own food, beverages, linens and china or paper goods.

It is also the responsibility of those reserving the building to secure resources for setup and cleanup before and after events.

Initials

Initials

Canton Historical Society

Application to Reserve Building and/or Grounds

Trash and returnable bottles are expected to be removed from premises before the scheduled end time for an event.

If event organizer does not comply with this responsibility a minimum fee of \$75 will be assessed up to a maximum of \$200. This includes not only the Hayford Hall but also the Stairway, Entryway, Kitchen, Restrooms and Hallway. Please review the Post Event Checklist for expectations.

Can alcohol be served at our event?

Yes.

If serving alcoholic beverages, an insured bartender with a proper license is required for open or cash bars. An insured bartender will obtain the license for you as part of the fee. Please allow 4 to 6 weeks for this process.

If your event is BYOB, an insured bartender is not required.

Event organizers and attendees agree to indemnify the Canton Historical Society, its Officers, its Board of Directors and its members, including attorney's fees, for any issues or incidents arising from consumption.

What is the media policy for building use?

The Canton Historical Society does not prohibit events expecting media coverage or disallow the taking of pictures or recording of videos.

Groups using the building should not treat use as an endorsement of their views or activities, and should not report as such, unless otherwise specified by the Board of Directors.

Who is responsible for damage or lost/stolen items?

Any party seeking to reserve the building or grounds for use agree to indemnify the Canton Historical Society, its Officers, its Board of Directors and its members, including attorney's fees, for any injury or damage to personal property which occurs in connection with the event.

The Canton Historical Society is not responsible for lost or stolen personal items.

Parties seeking to use the building agree to be financially responsible for any damages arising to property owned or maintained by the Canton Historical Society in the course of their event.

Initials

Initials

Canton Historical Society

Application to Reserve Building and/or Grounds

Miscellaneous

- Heat shall be maintained between 68 and 70 degrees during events.
- Event organizers and attendees using the building or grounds agree to indemnify the Canton Historical Society, its Officers, its Board of Directors and its members, including attorney's fees, for any personal injury which occurs in connection with the event.
- **Hayford Hall displays fragile historic collection objects. Please make your guests aware of this and be sure that children are supervised at all times.**
- Any items remaining in the building 72 hours past the end of the event becomes the property of the CHS to use, sell or dispose of as seen fit.

Which activities are prohibited?

- The use of drugs on premises.
- Smoking or vaping of any kind *within the building or within 10 feet of building.*
- Underage drinking of alcoholic beverages.
- Unprotected flames, smoke effects, pyrotechnics and detonation of explosives.
- The use of glitter and confetti.
- The use of nails, pins, or wires on surfaces or furniture provided by the Canton Historical Society.
- Moving the church pews. To avoid damage, do not move 160+ year old church pews/benches in Hayford Hall.
- Access to the archives, collection and gift shop, unless the Archivist or their designee is present. The presences of animals with the exception of certified service animals, unless previously approved by the Board of Directors

Canton Historical Society
Application to Reserve Building and/or Grounds

POST EVENT CHECKLIST

Prior to leaving the building at the conclusion of the event, a Historical Society member will walk through the building with you. The purpose is to ensure the above guidelines have been adhered to. The following items will be reviewed:

In the Hayford Hall:

- ☐ Are all tables and chairs removed?
- ☐ Has the trash been removed?
- ☐ Are the floor swept and mopped as needed?
- ☐ Are all of the decorations removed?
- ☐ Are returnable bottles and cans removed?
- ☐ Are the collection artifacts (i.e., church pews, Persis painting, stained glass windows, piano, etc.) damage free?

In the 2nd floor foyer and bathroom:

- ☐ Is the trash removed?
- ☐ Are the floors swept and mopped as needed?

Stairwell:

- ☐ Is the stairwell free of decorations?
- ☐ Are the stairs swept and mopped as needed?

1st Floor Entry and Bathroom:

- ☐ Is the trash removed?
- ☐ Are the floors swept and mopped as needed?

Kitchen, if applicable:

- ☐ Are all CHS cooking items been cleaned and put away?
- ☐ Is the trash removed?
- ☐ Are the counters and appliance wiped down?
- ☐ Are returnable bottles and cans removed?

If the answer to any of the items on the checklist is NO, CHS reserves the right to charge the event organizer a minimum fee of \$75.00 up to a maximum of \$200.00 for cleaning services. If any of the collection items are damaged, the organizer agrees to be financially responsible for any damages arising to property owned or maintained by the Canton Historical Society during the course of their event.

Post Event Signatures:

CHS: _____
Date: _____

Event Contact: _____

Initials

Initials

Canton Historical Society
Application to Reserve Building and/or Grounds

Primary Contact:

Phone Number:

Email Address:

Mailing Address:

Secondary Contact:

Phone Number

Email Address:

Date(s) of Event:

Time(s) of Event:

Event Description:

of people attending

Do any quests require
use of the chair lift?

Yes

No

(Circle One)

Will the kitchen be
used at your event?

Yes

No

(Circle One)

Will you need WiFi
access?

Yes

No

(Circle One)

Do you need any AV
equipment?

Yes

No

(Circle One)

Will you use our
tables and chairs?

Yes

No

(Circle One)

Signature of Primary
Contact:

Date:

For Internal Use

Date CHS Received:

CHS Signature Upon
Approval:

Date

Cost of Event

Deposit Information

Check #

Returned
(Circle One)

Yes

No

Please mail this completed form to: Canton Historical Society, P.O. Box 605, Canton,
ME 04221 or email the document to CantonMEHistorical@gmail.com

**This application is not complete unless all pages of the Building Guidelines and Use
Policy are attached with Initials (indicating agreement and understanding)
on all pages by both Contacts**