

# User's Guide

## Welcome to Berlin's 1870 Town Hall

Thanks for choosing us for your special event. Past uses of this Greek Revival/Italianate style building have included: Town Meetings, plays, dances, public library, police station, schoolrooms, town elections, jail, welfare office, well child clinics, selectmen's offices and to house memorial and historical articles and other exhibitions.

The care of this building is important to its continued use, so please take a few minutes to review this guide. We want your function to be a safe and pleasant experience for all.

## Contact Personnel

Emergency (Berlin Fire/Police)	911
Non-Emergency Fire	978-838-2444
Non-Emergency Police	978-838-7355
Poison Control Center	800-682-9211
Corinne Gustafson, Building Secretary <a href="mailto:corinne.egustafson@gmail.com">corinne.egustafson@gmail.com</a>	978-838-0350(h) 508-333-4719(c)
Evy Dueck, Volunteer Building Coordinator <a href="mailto:evydueck@charter.net">evydueck@charter.net</a>	978-838-2738 (h) 978-273-8238 (c)
Mary Redington, Building Assistant <a href="mailto:maryredington@charter.net">maryredington@charter.net</a>	978-838-0322 (h) 617-543-0308 (c)

Please note there is no on-site (land line) telephone system for the building. If necessary, guests must use their cell phones to call for emergency assistance.

## **Building layout**

The 1870 Town Hall is a two story wood structure with a **handicap accessible** first floor. The driveway for handicap parking and the ramp are located on the left side when facing the building. Please do not block this entrance. There are three main rooms in the building, plus the kitchen. The Grand Hall is the great room upstairs. Barnes Hall is the other main meeting/ function space on the ground floor. Memorial Hall is the third space, and honors the town's war dead with photographs, plaques and military artifacts. This room is used by the Art and Historical society.

**Restrooms** are located on both the first floor and at the rear of the building. Both the men's and women's bathrooms are located between floors, up the rear stairs from Barnes Hall and down the rear stairs from the Grand hall. The first floor restroom is off the kitchen and is handicap accessible.

## **The rooms for rent**

### **Grand Hall (Upstairs)**

This room has a raised platform (stage) and is used for private functions, dances, fitness classes and theater/music performances. The space is approximately 38 feet by 40 feet. The platform is another 25 by 18 feet. Tables and chairs are stored in the closets in this space and the room can be set up for both performance and dining. The room seats about 125 as a theater and between 85-100 for buffet style meals. Layout and dimensions of the Grand Hall are attached.

### **Barnes Hall (Downstairs)**

This downstairs room is a great meeting and function space that is completely handicap accessible. The dimensions are approximately 15-1/2 feet by 44 feet, and the room can be arranged for a variety of functions. About 50 people can be seated for a buffet style meal in Barnes Hall. Layout and dimensions of Barnes Hall are attached.

The above numbers are estimates based on past usage. Please adhere to the maximum capacity (determined by building and fire codes) as posted in each room.

## **Furniture**

The tables and chairs on-site are available for your use.

Tables: 6 rectangular tables (8 ft. long x 30"wide); 16 rectangular tables (6 ft. long x 30"wide); 5 card tables

Chairs: 20 double wooden chairs upstairs, 105 single black plastic chairs upstairs, 35 black plastic chairs downstairs; 80 single wooden chairs downstairs

White fabric tablecloths (120" x 60") are available for rent for \$2 per cloth.

When you move furniture, please respect the beautiful wood floors, and return tables and chairs to their original locations after your event. Refer to the basic room layouts at the back of this document for guidelines.

## **Kitchen**

The kitchen appliances include a full-size stove and refrigerator, as well as a microwave, and are available for use. The range is approved to heat or reheat foods but not for on-site cooking. Also available for use are one 10 cup coffee maker, three 30 cup percolators and a hot water kettle. After your event, remove all your items from the refrigerator. Used coffee pots, carafes and dishes must be washed, dried and returned to storage after use.

Remember, no lighted candles or open flames are allowed in the 1870 Town Hall. Sterno can be utilized by licensed caterers only.

## **Cleaning**

The care of this building is important to our community. All clean-up must be done by the user and the rooms left in the same condition as they were upon arrival.

Brooms, dust mops, and vacuums can be found in the broom closet in the front hall. Wet mops, buckets and the utility sink are located in the janitorial closet inside the handicap restroom off the kitchen.

In the event of a spill, please clean up immediately. The wood floors are treated with tung oil, not polyurethane, so they should be cleaned with plain water (no cleaners or chemicals).

We don't have a trash service for the building. So remember, you are responsible for taking all trash with you following your function.

### **Heat**

There are three building **thermostats** to control heat: (1) Barnes Hall on wall next to kitchen (2) Selectmen's room, small room to the left near main door (3) Grand hall, under the clock on the wall to the left when facing the platform (stage). Please set the thermostat to 64° after your event.

### **Emergency Procedures**

Berlin's 1870 Town Hall is a historic wood building equipped with smoke and fire alarm systems. Locations of **alarm pull boxes** are marked on the attached diagram. If a fire alarm sounds, the fire department is automatically notified.

**The building has three exits.** Each door is equipped with panic bars for quick departures. Please note the emergency exit locations: (1) main door at the front of the building, (2) kitchen with handicap ramp off Barnes and Memorial halls (3) mid level exit to the side at the men's and women's restrooms.

The building is stocked with three **first aid kits**: upstairs in the Grand Hall, in the kitchen and in the coat room.

**Evacuation plans** are posted in each room to indicate the quickest and safest route to follow in the event of an emergency. See the attached diagram for details.

### **Safety procedures**

- Lighted candles are not permitted.
- Decorations must not:
  - \*Block or cover any part of the fire alarm system, fire extinguishers, or exit lights
  - \*Create tripping or falling hazards
  - \*Be placed in stairwells
- Furniture should not block or obstruct any exits or stairwells. For chair placement laws require that no person can cross more than six seats to get to an aisle. (Therefore there can be no more than 13 seats in a row between aisles.) The aisles must also be at least 42" wide and no exit can be blocked. Sample chair layouts are attached.
- Use extension cords wisely and don't overload them. Electrical cords must be kept out of corridors and walkways.
- No smoking is allowed.
- No children (under 16) allowed in building without adult supervision.

### **Thank you**

Thanks again for choosing Berlin's 1870 Town Hall.

### **1870 Town Hall Advisory Committee**

Skip Duggan, Evy Dueck, Bill LaForce, Bob McTague, Mary Redington and Pat Smith