



Town of Simsbury

495 HOPMEADOW STREET, P.O. BOX 495, SIMSBURY, CONNECTICUT 06070

Eno Memorial Hall - Facility Use Guidelines

The Eno Memorial Hall Facility Use Guidelines have been developed to provide a facility for Town functions and resident use while managing the Town's operating costs for this historic building. The Board of Selectmen reserves the right to modify or change this policy at any time or for any specific function.

Operating Hours:

Monday to Thursday	8:30 AM to 10:00 PM
Friday	8:30 AM to 4:30 PM
Weekends	Closed

Exceptions to the regular hours are permissible with the written authorization from the First Selectmen or his/her designee. All guests are asked to be out of the building at closing time.

Permitted Uses:

Eno Memorial Hall may be used for community-based events by Town organizations and non-profit groups. Use will be limited to the operating hours for the building. In priority order, groups permitted to use the facility include:

- Town Sponsored Programs and Events
 - Meetings of official Town boards
 - Meetings sponsored by Town Departments
- Charitable Service Organizations
 - Groups whose primary function is to serve the greater good of Simsbury, such as: VFW, American Legion, Lions, Boy/Girl Scouts, etc.
- Community Groups (membership consisting of at least 50% Simsbury residents), such as: political committees, little league, sports clubs, card clubs, hobby clubs, condo associations, etc.

Restrictions:

- Eno Memorial Hall is not to be used for private parties of any kind.
- Alcoholic beverages are not permitted.
- Groups may not store materials or supplies in the building. Everything brought into the building, must be removed the same day as the event. Charitable service organizations may be provided with limited storage in designated areas of the building.
- Any decorations must be in conformance with the Eno Memorial Hall Decoration Guidelines.

Available Rooms:

Auditorium: Maximum capacity of 400 persons for performances or 156 persons with tables and chairs. Food service is permitted. The auditorium is only to be used by groups of 25 persons or more.

Youth Room: Maximum capacity of 90 persons. Food service is permitted.

Old Court Room: Maximum capacity of 49 persons. Food service is permitted.

North Conference Room: Maximum capacity of 30 persons. Food service is not permitted. Light refreshments may be setup outside the room in the hallway/rotunda.

South Conference Room: Maximum capacity of 20 persons. Food service is not permitted. Light refreshments may be setup outside the room in the hallway/rotunda. Room has exercise equipment set-up at one end of the room.

Kitchen: Use of the kitchen requires \$25 per day fee and a \$200 security deposit. Groups using the kitchen are responsible for cleaning the kitchen after their use and taking away all food and beverages brought into the building.

*Any decorations must follow the Eno Memorial Hall Decoration Guidelines.

Reservation Policy:

Groups interested in using Eno Memorial Hall can contact the Simsbury Senior Center Monday thru Friday 8:30 am to 4:30 pm at (860) 658-3273. For Charitable Service Organizations, rooms may be reserved up to four months prior to the event date, and for Community Groups rooms may be reserved up to two months prior to the event date. The Town reserves the right to reschedule any events at its sole discretion up to two weeks prior to the event for Town functions. For large events, the Town will provide 1-month notices when possible.

For re-occurring events rooms may be “penciled in” on an annual basis running from July 1st to June 30th. Staff will attempt to schedule other activities around the penciled in dates, however, these dates are subject to change or cancellation.

Cancellation Policy:

Groups that cancel an event with less than 24-hours notice or are a “no show” will be charged a \$45 custodial fee for the room setup. Groups may not use the facility until all balances are paid in full. Consideration for adverse weather events will be given.

Large Events (50 people or more or using the auditorium):

Groups larger than 50 people or requiring the use of the auditorium must provide a certificate of insurance to the Town and pay a room use fee. Rates for large groups and the auditorium are included in on the attached fee structure. Large groups may be required to obtain additional Town permits and hire security staff.

**The Daughters of the American Revolution Room does not fall under this policy.*