

DEEP RIVER TOWN HALL AUDITORIUM

RENTAL POLICIES & FEES

All groups/persons that file an application for use of the auditorium in the Deep River Town Hall must adhere to the policies and procedures established by the Deep River Town Hall Auditorium Management Committee (AMC), appointed by the Deep River Board of Selectman. These policies will be enforced in a fair and equitable manner.

1. Reservations: An application for auditorium use must be filled out and filed with all necessary paperwork at least five weeks prior to the event. The application must be filed by a designated representative of the group who has authority to act on the behalf of the group. All fees must be submitted with the application in order to deem it complete. The reservation dates must be inclusive of all practice times, technical and lighting checks and stage set up and break down. Fees for daily use will be calculated based on reservation dates.

2. Insurance: Any group/persons filing an application for auditorium use must provide, at least three weeks prior to the event, proof of insurance and a certificate of insurance with a minimum of \$1,000,000 liability coverage that names the Town of Deep River as 'additional insured', (not certificate holder). Failure to provide the necessary insurance will result in cancelation, at renter's expense, of said event.

3. Scheduling: The scheduling of events will be done in a priority use as listed.

- A. Town Functions
- B. Community Sponsored organizations directly serving the interests of the citizens of Deep River
- C. School affiliated organizations
- D. Other non-profit community organizations serving the tri-town area
- E. Deep River based private enterprises (for profit)
- F. Out of town organizations, (both non-profit and for profit)

4. User Costs: All persons/groups utilizing the auditorium space will be subjected to the following fees.

A. Security Deposit: A \$250.00 security deposit will be collected from each group and held without interest by the Town of Deep River Auditorium Management Committee. The deposit may be applied towards the cost of damages or additional cleaning charges. The fee, minus any monies used for additional cleaning or to correct damage to the auditorium or its components, will be returned thirty days after the conclusion of use.

B. Cleaning Fee: A cleaning fee of \$180.00, (representing four hours @ \$45.00 per hour) will be collected from each group for each scheduled event at the auditorium. This cleaning fee is due with the application. The renter is responsible for daily clean-up. If the cleaning staff deems no addition daily cleaning is required, then the cleaning fee (s) for the day(s) in question will be refunded at the conclusion of the event, minus 1 hourly rate charge. Should additional cleaning be required at the conclusion of the event or portion of the event, you will be charged at a rate of \$45.00 per hour, minimum of four hours. All trash and debris must be cleaned up and removed daily by the renter and after use of the auditorium.

C. Hiring of a Constable: If your event will have more than 50 persons in attendance at any given time, you are responsible for hiring a Town Constable (minimum four hours) to be present during the hours of your event. This applies to all events, both public and private, at the discretion of the First Selectman.

D. Equipment Use: A daily use charge for the AMC equipment will be incurred based on the established schedule on the fee page, attached herein.

E. House Technician: For any performance based activity or where the Auditorium lightning, sound or projection equipment will be used or interfaced with, the house technician must be retained at cost to the renter.

F. Seating Configuration: The Auditorium will be set up in the (A) seating configuration, that of a theater, upon rental. Should the renter require a different configuration, (B) or (C), the cost of moving the chairs will be bore by the renter at a rate shown on the fee page.

G. Areas of Use: Depending on the areas that are requested, costs will be incurred based on the established fee schedule.

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5. **General Policies:**

- No alcoholic beverages are allowed to be consumed in the Auditorium without prior permission by the Auditorium Management Committee.
- **No changes** whether structural, cosmetic or temporary shall be allowed to the auditorium without prior written approval of the AMC. Nails, screws and fasteners are not to be put into walls, doors, furniture, stage or ceilings. No tape is to be used on painted surfaces.
- Absolutely no sets are to be constructed inside the auditorium or building. This includes sawing, plastering and painting or any other action that will cause damage, dust or extreme odors inside the building.
- Nothing is to be hung, draped or affixed to any light fixture in the building, including stage lighting.
- During business hours, noise must be kept to a minimum. There is no running in the building. Groups using the building must remain only in the areas that have been approved for their use. Town meetings and/or other groups might be using other areas of the building during the hours of your event.
- Groups using the auditorium must use the main entrance, located on Elm Street, while entering the building.
- All sets must be inspected by the Deep River Fire Marshal and by the Deep River Building Official (860-526-6025) prior to any performance. Also, all lighting and sound equipment brought in or any change to the approved seating configuration (s) must be approved by the Fire Marshal and Building Official as well. It is the responsibility of the renter to contact the Fire Marshal and Building Official and schedule the inspections. *See the town web site for contact information.*
- The use of any smoke machines, pyrotechnics, or other special effects **MUST** be pre-approved by the First Selectman's Office and the Fire Marshal. *Additional fees may apply.*
- At the discretion of the Fire Marshal, one or more uniformed fire personnel may be required to be on-duty during the event. The fees associated with this requirement will be the sole responsibility of the renter.
- Do not drag anything across the floor in the building or auditorium. Floor protection should be used. Tap shoes are only allowed on the stage. They are forbidden from all other areas of the building including the lobby and grand staircase.
- All sets and equipment must be removed from the building at the conclusion of the event. Any equipment or property left in the auditorium or building (including the stage) will be disposed of at the renters cost and/or will be charged a day use charge for each day it remains.
- The building must be left in the same condition in which it was found when the event is concluded. Nothing is to be left behind. There is no storage space in the building.
- Any and all damage to the Deep River Town Hall auditorium must be corrected and all costs incurred, paid for by the renter. The AMC reserves the right to limit future use of the facility by said group if damage is not rectified to the satisfaction of the AMC.

6. **Addendum:** For a children's event, the following additional rules are in affect:

- Children should never be left unsupervised. This includes all areas of the auditorium such as, but not limited to, the stage, behind the stage, the balcony, the grand staircase, the lobby, or on the path ways to the bathrooms. Children must not be allowed to climb on stacked chairs
- Children are to remain in the auditorium for the duration of the performance or activity unless accompanied by an adult.
- The AMC offers and advises a minimum of a 1:8 ratio with adult to children.
- At no time can children run the sound, lights or any other equipment that is part of the DRTHA
- Children should not raise their voices or run (unless part of the purpose of the event) due to the multi-use of the Deep River Town Hall building. The Town Hall has many offices where people may be in meetings and working. Please be considerate.
- Children are not allowed in the balcony unless accompanied by an adult.
- Please be respectful of the walls, stage curtains, railings, chairs and floors. At no time should anything be tacked, tied, temporary or permanently to the auditorium surfaces.
- Children are not allowed to bang on the piano keys
- Do not allow children to sit on the stage and kick the front stage wall.

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Deep River Town Hall Auditorium Usage Fees

Application Fees: *(must be submitted with application-please send security deposit in a separate check)*

Security Deposit \$250.00 (refundable unless damage)

Cleaning Fee: \$180.00 per event/performance
(\$45.00/hr- 4 hour minimum – refundable, minus minimum 1 hr which is non-refundable)

Daily Fees:

Catering Kitchen (coffee/meal)	\$35.00 per day – Groups A & B
Auditorium Performance	
-including all 'events'	\$75 day/ Groups A & B
Auditorium Rehearsal	\$35 day - Group A/ \$40 day - Group B
Auditorium General Use	
-Includes meetings	\$35 day - Group A/ \$45 day - Group B

Group A – local, non-profit; Group B – local

Equipment Charges:

House Technician:	\$25 hour/Groups A & B
<i>(Technician from approved list)</i>	
*Use of technical equipment	\$15 day/Groups A & B

This charge applies when utilizing an offsite tech. It is mandatory that the auditorium management committee tech meet the offsite tech to insure that he/she is properly trained on the house equipment. **There will be a one hour charge. The committee reserves the right to reject an applicant's tech person.*

Auditorium Seating Configuration:

The auditorium is rented with the chairs on the main floor set up in theater style seating. Should a different configuration be requested, the following additional charges will apply for each separate request.

A. Theater Seating (*no center staircase to stage*) – No Charge

B. Theater Seating (with staircase in place) – No Charge

C. Chairs removed* - \$100.00

** This fee is based on 2 persons for 2.5 hours at \$20.00 per hour*

Hiring of a Constable:

If your event will have more than 50 persons in attendance at any given time, you are responsible for hiring a Town Constable (minimum four hours) to be present during the hours of your event. This requirement is at the discretion of the Deep River Police Chief.

4 hr. @ \$69.00 = \$276.00 per event/per performance

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Pre-Use Checklist

☐

Chairs are set up in theater style seating, configuration A. If not, I agree that I requested the seating configuration that is presented and **I agree** to pay the fees associated with the work undertaken to achieve this seating configuration.

☐

I will not move chairs without prior approval of the AMC. I understand any movement of chairs, will not only be in violation of the above agreement, but it might pose a fire code violation.

☐

In keeping with the family friendly nature of our small town, I agree to allow the AMC to preview all advertisements prior to posting.

☐

I will adhere to all Auditorium use policies as outlined in the Rental Policies document. Furthermore, I will abide by all Town of Deep River ordinances and all pertinent State of Connecticut Laws.

☐

I understand that checks returned for insufficient funds will be charged a \$30.00 service fee which if necessary will be deducted from the security deposit.

☐

I have thoroughly read the Rental Policies Document and understand that I am responsible for daily cleanup of the Auditorium space and for the removal of the trash on a daily basis.

☐

I understand and am aware that I will be charged for all days that my equipment or sets are present in the auditorium space or in Deep River Town Hall regardless of whether or not I am still utilizing the space for my event. The daily usage fee will apply.

☐

I agree to have the fire marshal inspect each set prior to a performance. I will also have any lighting or sound equipment that I bring into the facility inspected by the fire marshal prior to use.

☐

I agree to have any variation from the three approved seating configurations inspected by the fire marshal prior to use of any said arrangement.

☐

In addition, I agree to abide by all relevant safety rules including the following safety rules set forth by the Deep River Fire Marshal.

- At no time shall exit stairs, doors, or passageways be locked, blocked or made unusable while the auditorium is occupied by any number of persons.
- All electrical lighting and associated wiring will be in accordance with the National Electrical Code and such wiring will not be allowed across egress to the exits.
- All seating will be fixed and no loose seats will be allowed.
- The number of persons in the audience for any performance will not exceed the number of fixed seats in the auditorium.
- Before the start of any performance, the "Emergency Exit" announcement must be made.
- The fire marshal is available to answer any question and will inspect the auditorium, stage and exits before the date of the performance.

☐

I understand that due to the age of the building some quirkiness exists. The light switch leading to the grand staircase is located at the entrance to the building. It is my responsibility to turn the light on I enter the building as if not, my group will exit the theater to a darkened staircase.

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I have personally done a walkthrough of the Auditorium space on ____/____/____
The following items were noted:

PRE-USE

Lobby Entrance Area/Grand staircase/Ticket booth:_____

Main Level Entrance-_____

Balcony level Staircase-_____

Main Seating Area-_____

Walls/Windows/Wood Trim-_____

Chairs-_____

Floor-_____

Stage-_____

Back Stage/Office Space-_____

Balcony - _____

Kitchen Area-_____

Back Staircase (to Main St.)/Restroom:_____

Staircase Landing-_____

Other Observations- _____

I, the undersigned, have read and initialed the above **pre-use** checklist. The walk through was performed as noted below. I understand that all items not identified here but identified on the **post-use** walk through will be attributed to my use and that I will be held accountable for the repair/replacement or correction of such items. Furthermore, I understand that failure to leave the space in the condition it was found may result in denial of future use.

Organization Name: _____ Date: _____

Applicant Name (print) _____ Signature: _____

AMC Representative (print) _____ Signature: _____

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I have personally done a walkthrough of the Auditorium space on ____/____/____.
The following items were noted:

POST-USE

Lobby Entrance Area/Grand staircase/Ticket booth: _____

Main Level Entrance- _____

Balcony level Staircase- _____

Main Seating Area- _____

Walls/Windows/Wood Trim- _____

Chairs- _____

Floor- _____

Stage- _____

Back Stage/Office Space- _____

Balcony - _____

Kitchen Area- _____

Back Staircase (to Main St.)/Restroom: _____

Staircase Landing- _____

Sound Equipment Returned to Original Settings: on stage: _____ off stage: _____

Lighting Equipment Returned to Original Settings: on stage: _____ off stage: _____

Other Observations- _____

I, the undersigned, have read and initialed the above **post-use** checklist. The walk through was performed as noted below. I understand that all items identified here but not identified on the **pre-use** walk through are attributed to my use and that I will be held accountable for the repair/replacement or correction of such items. Furthermore, I understand that failure to leave the space in the condition it was found may result in denial of future use.

Organization Name: _____ Date: _____

Applicant Name (print) _____ Signature: _____

AMC Representative (print) _____ Signature: _____