

**RENTAL AGREEMENT AND POLICIES
FOR CLINTON TOWN HALL FACILITIES**

Date: _____ Organization Name: _____

Mailing/Billing Address: _____

Contact: _____ Email: _____

Phone: _____ Fax Number: _____

Alternate Contact: _____ Email: _____

Phone: _____

Town Hall is available for performances, recitals, meetings, fundraisers. It is not available for private functions such as birthday or wedding parties. Its use is primarily for town sponsored/endorsed events.

Is this a non-profit organization: Yes No

Is this a Clinton based organization? Yes No

Purpose:

Date (s), Time (s) and Room (s) Requested:

If multiple dates and times and rooms are requested, please attach a separate sheet with details.

Rental Agreement must be submitted at least thirty days in advance of your event. If your event involves multiple days, multiple rooms, large groups or is an annual event, you are urged to contact the First Selectman's office as soon as possible. Reservations will be accepted up to a year and a half in advance.

Submission of this rental agreement and availability of date(s) does not guarantee approval of your request. Such decision will be made at the sole discretion of the Town of Clinton. You will be notified of approval/denial of request within 10 business days.

Special Requests/Equipment:

Please note, if you do not request equipment at the time of your reservation, it will not be available to you on the day of your event.

FEES AND SECURITY DEPOSITS

Check here to request	Room	Daily Rate	Maximum Occupancy
	Green Room (71.5' x 45')	\$45	300
	Rose Room	\$40	147
	Kitchen (coffee)	\$25	
	Kitchen (meal)	\$35	
	Auditorium performance	\$110	*380-452
	Auditorium rehearsal, set construction **	\$50	
	Lower Lobby	\$30	
	Light Board	\$25	
	Projection equipment	\$100	

*This number is dependent upon the need for the removal of chairs for lighting and sound equipment, orchestra seating and set construction. Allowance should be made for wheelchairs.

** Daily fee is billed for each day you occupy the stage regardless of whether you are physically on site.

PLEASE INITIAL EACH BOX TO ACKNOWLEDGE YOUR UNDERSTANDING OF THE FOLLOWING:

Security deposits must accompany your reservation request and will be held until the conclusion of your event and final inspection of the facility by Facility Maintenance staff. You are responsible for any and all damages. You will take steps necessary to protect the Town Hall from damages and return the building in a condition equal to or better than prior to your use. Additional protective measures may be required by the Town Hall Facility Maintenance staff.

\$500 for theatrical productions
 \$300 for room reservations
 \$100 for light board
 \$1,000 for projection equipment

All trash, props, scenery, etc. generated by your use of the facilities must be removed from the Town Hall **and** the grounds when you leave. Each day you should inspect the rooms you are using, remove trash and generally clean up even if you are returning the next day.

\$45 per hour is charged after 11:00 pm Monday through Thursday, after 1:00 p.m. on Fridays, and on weekends, holidays.

\$55 per custodian, per hour will be assessed if additional cleaning or repairs are required after your event.

\$20 service fee for checks returned for insufficient funds.

You will be invoiced within 10 days and payment is required within 15 days.

RULES / POLICIES

- A certificate of insurance, naming the Town of Clinton as “Additional insured” (not certificate holder) is required with a \$500,000 minimum.
- Do not hang, drape or affix anything to any light fixtures in the building, including stage lighting. Do not use any nails, screws or fasteners of any kind on walls, doors, furniture or ceilings. Do not use tape on any painted surfaces. Do not affix anything to any marble surfaces. Hooks are available for your use. Consult with the facility maintenance staff.
- When the air conditioning or heat is in operation all doors and windows must be kept closed.
- Your group should remain in the room(s) you are renting. Town meetings and other groups may be using the building at the same time.
- Running in the building is prohibited. Children should be directly supervised at all times. Keep noise to a minimum especially during business hours.
- The use of smoke machines must be pre-approved by the First Selectman’s office and the Fire Marshal.
- Do not drag anything across any floor in the building. Floor protection should be in place. Consult a custodian with any questions.

AUDITORIUM RULES / INSPECTIONS / SAFETY

- Absolutely no food or drinks is allowed in the Auditorium at any time.**
- All set construction, painting, etc. must be done outside the building.
- Tap shoes are **NOT PERMITTED** anywhere but on the stage.
- An inspection of the stage and auditorium must be scheduled with the building inspector **860-669-9118** and the Fire Marshal **860-669-1094** prior to any performance. They must approve each set, any lighting/sound equipment brought in and any change to seating arrangements. It is your responsibility to contact their offices and schedule inspections.
- At the discretion of the Fire Marshal, one or more uniformed fire personnel may be required to be on-duty during your event. They will start thirty minutes before the performance is scheduled to begin, and continue until the end of the performance and until the crowd disperses. You will receive a separate bill for this service. The bill should be paid promptly.
- At no time will 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
- The use of smoke machines must be pre-approved by the Fire Marshal 860-669-1094.
- The number of persons in the audience for any performance will not exceed the number of fixed seats.
- Before the start of any performance, the “Emergency Exit” announcement must be made.

I, the undersigned, have read, understand and agree to the above.

Organization/Business (please print)

Applicant's Name (Please Print)

Applicant's Signature

Date

Do not write below this line

Authorized Signature

Date

Approved

Denied