

CLINTON TOWN HALL FACILITIES RENTAL POLICY

General Rules & Policies

It is important to remember that this is a working Town Hall. Town Business is being conducted during the day and most evenings. Please conduct yourselves with respect to the facility and others using the facility.

A certificate of insurance, naming the Town of Clinton as "Additional Insured" (not certificate holder) is required with a \$1,000,000 minimum each occurrence; \$2,000,000 General Aggregate.

Alcohol is not permitted in or on any Town property or Town building without express permission from the Town Council. A letter must be submitted to the Town Council at least 30 days prior to your event.

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

If you use the South East Lawn behind the Town Hall for a tent, please note that a permit may be required from the Building Official. Please check with the Town Manager's office for acceptable tent locations.

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 Custodian.

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.

Do not drag anything across any floor, including the stage. Floor protection should be in place. Consult the custodian with any questions.

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

The Town Hall will only communicate with **one** member of your organization. The Responsible Person will handle ALL communications with the Town Hall and will sign off on all documents.

All Fees and Security Deposits will be found on the Town Hall Facilities Rental Agreement.

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 strictly prohibited everywhere but on the stage.

An inspection of the stage and auditorium must be scheduled with the Town's Building Inspector at 860-669-9118 and the Fire Marshal at 860-669-1094 prior to any performance. They must approve each set, all lighting/sound equipment brought in and any change to seating arrangements. It is your responsibility to contact their offices to schedule these inspections.

At the discretion of the Fire Marshal, one or more uniformed fire personnel may be required to be on-duty during your event. Be sure to address this when you schedule your inspection.

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. There must be an egress of at least four feet in all open areas, i.e. hallways, lobbies, etc.

All lighting and associated electrical wiring will be in accordance with the National Electrical Code. Such wiring will not be allowed across egress to the exits.

The use of smoke machines must be pre-approved by the Fire Marshal at 860-669-1094.

All seating must remain fixed and the chairs may not be removed for any reason.

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.

All parties reserving the Town Hall Auditorium requiring the use of lighting, projection or sound are required to hire a Technical Director approved by the Town. The Technical Director will be hired at the renter's expense. Please contact the Town Manager's office for approved Technical Directors.