

MONTPELIER CITY HALL ARTS CENTER RENTAL POLICY

Pursuant to Section 2-801A / 2-803, Election, *Official Municipal Meetings* of the Code of Ordinances, the City of Montpelier hereby designates Lost Nation Theater, Inc., as its AGENT.

USAGE POLICY

The City Hall Arts Center (CHAC) may be utilized for any lawful use that will not be injurious to the property or to individuals. The determination of lawful use shall be made by AGENT in consultation with the City Manager.

RENTAL FEES

Fees have been set to be affordable for community organizations and to encourage the greatest use of the Arts Center. Fees will be set according to the Purpose of the Event, whether it benefits the general public and/or benefits the City of Montpelier. In addition to rental fees, users will be responsible for the following fees: mandatory facility preservation fee, planning meeting, and cleaning and technical fees.(See Rate Sheet)

RATES FOR EVENTS

Base Rates

One Day:	\$250 for up to 100 people attending \$25 for each additional 25 people attending \$75 for each additional 100 persons attending
Weekly:	\$1,250

Reduced Rates for Charitable Uses & General Public Benefit

One Day:	\$150 for up to 100 people attending \$15 for each additional 25 people attending \$50 for each additional 100 people attending
Weekly:	\$750

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RATES FOR MEETINGS AND WORKSHOPS

Base Rates

Hourly:	\$35 per hour (2 hour minimum)
Half Day:	\$100
Full Day:	\$200

Reduced Rates for Charitable Uses & General Public Benefit

Hourly:	\$20
Half Day:	\$60
Full Day:	\$120

WAIVERS & ADDITIONAL RATE REDUCTIONS SET BY CITY COUNCIL

Events having a special and significant benefit to the City of Montpelier can petition the City Council to have the rental fee further reduced or waived entirely. With the exception of municipal functions, no fees will be waived without the approval of the City Council.

RENTAL DEPOSITS

Rental deposits are required for all rentals in order to secure the date. The deposit will be \$50 or 25% of the estimated rental fee, whichever is greater.

SECURITY DEPOSITS

In addition to rental deposit there is a security deposit required of all renters. The amount of the deposit will be determined by AGENT according to: 1) the type of event; 2) number of people estimated to attend; 3) whether food or alcohol will be served. Full return of the security deposit will be contingent on the hall being left in as good or better condition than before RENTER's use.

RENTER RESPONSIBILITIES

Contact Person: RENTER is responsible for having one prime Contact Person to sign and follow through with all points of this contract and all aspects of this event. Contact Person must be on site throughout the duration of the event.

Condition and Use of Arts Center: RENTER is responsible for putting up and taking down chairs, tables, and any other set-up. RENTER is also responsible for removing trash and sweeping and mopping space after event. Renter must leave the premises in the same or better condition. Any damage to the Arts Center and its furnishings or disregard for rules of safety may be cause for retaining the security deposit as well as for additional fees being charged. All property of the RENTER will be removed within 24 hours of the close of the event unless otherwise arranged with AGENT.

PLANNING/LOGISTICAL COORDINATION MEETING

All RENTERS are required to schedule a Planning/Logistical Coordination Meeting with AGENT prior to their event. In the case of on-going users, this meeting will take place prior to the start of their rental period. This planning session includes instruction about the Arts Center's technical capacity, location and use of equipment, and requirements of your event. Contact Person must attend.

STAFFING

RENTERS are required to have knowledgeable technical staff in attendance at events. Technical assistance is available from AGENT at the rates on attached Rate Sheet.

Technical support personnel provided by renter must:

- Be approved by AGENT
- Attend Planning/Logistical Coordination Meeting
- Be supervised by AGENT Staff during load in and strike

For all rentals, the City Hall Arts Center must be staffed as follows:

- A. For uses such as performances that require lighting instruments and/or a sound system, a professional technician must be hired for the duration of the event.
- B. For uses such as trade shows that require no special technical support, a technician must be hired for A MINIMUM of set-up and strike times.
- C. For long term uses such as the production and run of a play, a technician must be hired to orient and advise at both the beginning and the end of the contract period.
- D. No technical staff is needed for workshops, classes and rehearsals that do not have any technical requirements.

EQUIPMENT

Technical equipment rental and use will be based on the needs of the RENTER. An estimate of rental costs will be provided to the RENTER following the Planning/Logistical Coordination Meeting.

The following equipment is provided with the rental of the space, subject to availability:

- About 135 stackable upholstered chairs (about 80 without arms, about 55 with arms)
- About 135 wooden folding chairs (in groups of one to three)
- Six 6' folding tables
- Baby grand piano

POLICE AND FIRE

No more than 650 people may be in the open space at any time. When more than 300 people are expected to attend or if alcohol will be served, the Police and Fire Chiefs must be informed. Requirements for personnel are at the discretion of the respective Chiefs. Generally, requirements are as follows: The RENTER shall make necessary arrangements with each department and pay salaries of those personnel at prevailing rates, which will be billed separately by the City of Montpelier.

LIABILITY

Proof of insurance naming the City of Montpelier as co-insured will be required for all performance events. Meetings, rehearsals, workshops, and classes may not require insurance. Insurance coverage will be determined on a case-by-case basis by AGENT and the City Manager.

SMOKING

Smoking is prohibited in City Hall. Smoking is allowed outside 50 ft from City Hall.

ALCOHOL

Alcoholic beverages may only be served, made available, or brought into City Hall Arts Center by a licensed server; and only with advanced approval by the Montpelier City Council. The server's License must be provided when requesting City Council approval.

DEPOSITS AND PAYMENT SCHEDULE

Reservation dates are not guaranteed without a deposit and signed contract. Rental deposits are due at the time the Arts Center is booked. Security deposits are due 10 days before event. Remaining fees are due within 10 days after the last use of the Arts Center, or by the 15th of the month for on-going users.

Payment for rentals and related expenses is by check, payable to Lost Nation Theater.

Please direct all correspondence and inquiries to:



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