

# Town of Kennebunk

## Town Hall Auditorium Use Policy

**Please be aware that there are many Town owned supplies/equipment in the building. Please do not move or dismantle any of these supplies without the permission of the Recreation Department.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Priority for scheduling
  - 1) Town Meetings and Elections
  - 2) Recreation Dept. sponsored programs
  - 3) Non-profit Community Organizations, RSU #21, and Utility Districts
  - 4) Private and Commercial Events
2. Scheduling for the hall will be handled through the Recreation Office (604-1335). All efforts will be made to schedule private and commercial events during non-office hours to minimize parking shortages. Approval will not be considered final until reviewed and signed by the Town Manager.
3. Use of any other offices/space within the Town Hall building is prohibited unless prior approval is given. Renters of the Auditorium are entitled to use the first floor, auditorium and restrooms below only.
4. Certificate of insurance will be required for all private and commercial events. **The Certificate of Liability Insurance must state under Description of Operation: Town of Kennebunk is an Additional Insured as respects the (must put in function being run) being held at the Town of Kennebunk Auditorium at 1 Summer Street, Kennebunk, Maine.** One million dollars (\$1,000,000.00) will be considered the minimum amount of liability coverage acceptable to the Town. Non-profit community organizations will be required to sign an agreement holding the Town harmless for liability resulting from the activity-taking place in the hall. Governmental entities (i.e. RSU #21 and local Utility Districts) will be exempt from this requirement.
5. The Town's Code Enforcement Officer must approve through the Town's permits any signs used in conjunction with an event, as well as, any additions to the buildings interior such as any props and/or staging built for such event.
6. Any decorations/set up must meet the current Fire Code. If there are any questions regarding this code please contact the Fire Department. No supplies/equipment can be stored in the buildings stairways as per Fire Code.
7. Capacity of Auditorium: Main floor = 308    Balcony = 182                      **Total = 490**
8. A limited number of chairs are provided if needed. They are located either on the stage or on the auditorium floor. The applicant must provide any other equipment needed.
9. It is the responsibilities of the person/group using the hall to make arrangements for all set up and tear down work. The user will see that chairs are put back before leaving the hall unless informed otherwise. If an event requires set up on the day prior to it thereby restricting the use of the hall, rent will be charged for an additional day. All items in the Auditorium must be returned to their original location if the person/group using the hall must move them for any reason.
10. No food or beverages in lobby area or balcony. (Food and beverages can be in main part of Auditorium). **Alcoholic beverages can only be served after being approved by the Town Manager. Applicant must fill out Town's Alcohol Facility Use Form and submit to department at least 30 days prior to event.**
11. **→ There will be no taping, stapling, nailing or hanging up of any posters, banners or anything of this sort on walls, windows or doors. Cost associated to repair any damage is to the renter.**  
 \_\_\_\_\_ Sign    \_\_\_\_\_ Date
12. **Any equipment brought in to building must be removed at the end of the event unless given prior written approval from the Recreation Department to have equipment picked up at a later date. All requests must be done in writing prior to the event. Any equipment left in building after the event without prior approval could be assessed a storage/handling fee which will be taken out of the deposit.** All equipment must have rubber protectors on the bottom. There will be no dragging of any equipment, tables, chairs, props, or other devices/apparatuses.
13. User **must** dry mop the floor after event. (Dry mop located on the stage next to chair lift).
14. Daily rates are as follows:
 

	<u>May 1 – Sept. 30</u>	<u>Oct. 1 – April 30</u>
Private and Commercial	\$250	\$300
Non-profit Organizations	\$50	\$100
15. Governmental entities (Town Meetings, Elections and Recreation sponsored program) are exempt from the fee schedule but are required to file application for use of the hall. The Town may at its discretion waive or decrease the fee for organizations. The final fee will be determined by the Town Manager.
16. An additional \$300.00 deposit will be collected by the Recreation Department to hold for any damages done to the Auditorium. This fee will be refunded if there is no damage. If damages exceed the deposit, the renter will be liable for the cost of repairs.
17. A Town Hall Auditorium **Check List** must be filled out and brought back to the Recreation Department within 48 hours. Event deposits can not be refunded until the check list is submitted to the department.
18. Subletting of the Auditorium is not allowed without the written approval from the Town Manager
19. The non-profit rate is only available when 75% of proceeds are received by the organization that is approved to rent the hall.
20. If you decide to cancel your event reservation a \$25 fee will be deducted from the refund.

*Town of Kennebunk  
Application for Use of Town Hall Auditorium*

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-Mail address: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Please List all performers/entertainers that will be part of your function: \_\_\_\_\_  
\_\_\_\_\_

Please Check one of the following:  Non-profit organization  Private/Commercial Organization

A copy of your federal letter confirming your non-profit status is required for our records to receive the non-profit rate. Non-Profit Federal I.D. # \_\_\_\_\_

<i>Dates Requested</i>	<i>Exact Time In</i>	<i>Time Out</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Will you need a key to use the stage elevator (wheelchair lift)? If so, why? \_\_\_\_\_  
\_\_\_\_\_

*(Please read important information below)*

- How many people are you expecting to attend this event? \_\_\_\_\_  
\*\*Due to severe limitations with parking and issues that have occurred from large events being held at the Auditorium in the past you will also need to fill out a special event application form if you are expecting 125 or more individuals to attend your event before your application can be approved. This application can be picked up at the Kennebunk Recreation Department or downloaded from our website at [www.kennebunkrec.com](http://www.kennebunkrec.com).
  - Will this event or set up for the event occur during town hall operating hours? (Mon – Fri between 8:00am – 4:30pm) \_\_\_\_\_
    - \*\*If yes, estimated number of participants for event/set up during town hall operating hours? \_\_\_\_\_
    - \*\*If yes, who will be setting up the auditorium for the event? \_\_\_\_\_
    - \*\*If yes, estimated attendance for event during town hall operating hours? \_\_\_\_\_
- \*\*If yes, the Town Manager must sign off on this application before your event or event set up time can be approved.

*I am fully aware that due to severe limitations with parking all those who are participating in the event during town hall hours (i.e. vendors, volunteers and those working the event) must park off site and it is the applicant's responsibility to ensure that all vendors and those working/volunteering for the event park off site. (Initial) \_\_\_\_\_*

*I have read the Town Hall Auditorium Use Policy and agree to abide to all of the policies set forth. As an authorized representative of the organization/company I understand that by signing my name below I/we are accepting responsibility for all damages to the hall during its use.*

\_\_\_\_\_  
Signature of Responsible Party

Additional Comments:

**XXXXXXXXXXXXXXXXXXXXXXXXXXXX FOR OFFICE USE ONLY XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

Are there any previous or current special events occurring on this date? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, what and where? \_\_\_\_\_

Application is:  Approved  Denied Fee Charged: \$ \_\_\_\_\_ Check # \_\_\_\_\_  
Security Deposit: \$ \_\_\_\_\_ Check # \_\_\_\_\_

Recreation Office

Town Manager

**IMPORTANT NOTICE: Please read before filling out rental form**

This facility is rented as is. It was not designed as a performing arts facility but as a town function room. All Recreational and Town equipment in this facility cannot be removed from the Auditorium. It is important that the renter understands that the playhouse, white moveable stairs and blue mats do not have a storage area that is out of view from the public. These items can be placed in the lobby, on the main floor in a corner or up on the stage and must be put back to where they were found. It is important that the renter go through the hall prior to filling out the rental form in order to ensure that the facility can accommodate the function they are hosting. Any concerns on the set up and functioning of this facility must be addressed prior to requesting use approval. We will not be able to accommodate request made the day before an event is scheduled. Upon approval of the Auditorium it is imperative that the person(s) in charge of the function be completely familiar with the operational functions of this facility.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Important information you should know before your function:**

- In case of emergency call Kennebunk Police Department @ 985-6121
- Hall must be left as you found it or you will be charged a cleaning fee.
- Exits may never be blocked
- This facility does **not** have air conditioning
- Location of bath room and cleaning supplies
- Floor maintenance
- Equipment that comes with rental of hall
- Chairs that are located in the hall are the responsibility of the renter to set up, take down, know how to put together, and where to store.
- There are approximately 210 moveable chairs in the Auditorium. At times some of these chairs have been removed. If your event requires the use of chairs it is your responsibility to make sure that there are up to 210 chairs in the Auditorium. (If there is not a maximum of 210 chairs please notify the Recreation Office immediately)
- Do not ever drag chairs. Renter will be charged for all scratches that are made from the dragging of chairs.

Renter must know how to operate:

1. Door/Locks – Where do all the doors go, what time the doors will be locked/unlocked
2. Light controls
3. Sound System (only if need use of)
4. Heat Controls
5. Stage elevator (only if need use of)
6. Stage lights- overhead stage lights that are mounted on ceiling in front of stage cannot be adjusted.
7. Windows operation- all windows opened during your event must be closed before leaving.
8. Ventilation System

# **TOWN OF KENNEBUNK AUDITORIUM RELEASE AND INDEMNITY AGREEMENT**

In consideration of the permission given, to the undersigned, by the Town of Kennebunk, allowing use of the Town Hall Auditorium, for the year of 20\_\_\_\_,

\_\_\_\_\_ (name of organization), the undersigned, does forever release, discharge and covenant to hold harmless the Town Of Kennebunk and any other person, or agent of said Town charges or chargeable with responsibility or liability for the Town Hall Auditorium their heirs, administrators, executors, successors and assigns, from any and all claims, demands, damages, costs, expenses, loss of services, actions and causes of action, arising out on any act or occurrence up to the present time, and particularly on account of all personal injury, disability, property damage, loss or damages of any kind sustained or that may hereafter by sustained, in consequence of the use by \_\_\_\_\_(organization) of said auditorium on the year above specified.

The undersigned agrees, as a further consideration and inducement for this release and indemnity agreement, that it shall apply to all unknown and unanticipated injuries and damages directly and indirectly resulting from the said use, as well as to those, which are presently foreseeable.

\_\_\_\_\_  
**Signature of Responsible Party**

\_\_\_\_\_  
**Date**

**Town of Kennebunk**  
**Town Hall Auditorium Check List**

- *Checklist must be completed when you are leaving the Auditorium.*
- *Please return to the Kennebunk Recreation Department the business day after use. The \$300 deposit will be returned to you if auditorium was found as it was left prior to use.*

\_\_\_\_\_ All doors are closed and locked

\_\_\_\_\_ Windows are closed and locked

\_\_\_\_\_ Heat is turned down to 58 degrees

\_\_\_\_\_ Auditorium is picked up and *dry mopped* . Cleaning apparatus is located on the stage including a large sweep broom, dustmop, dustpan, & broom.

\_\_\_\_\_ All chairs are picked up and put back in their storage area, do not drag chairs or storage squares.

\_\_\_\_\_ Bathrooms checked in the entryway and on the lower floor – toilets are not running, water is off and lights are out.

\_\_\_\_\_ All food and trash has been removed from building

\_\_\_\_\_ All renters equipment/apparatus etc. is out of building

\_\_\_\_\_ Any physical damage? If yes, what? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Interior lights turned off

\_\_\_\_\_ Everyone is out of building \*Time \_\_\_\_\_

**IMPORTANT NOTICE**

*The \$300 deposit will be mailed to the contact person on the application if no damage was found. If damage is found and to be more than the deposit, renter will be liable for the damage.*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Date**