

Board of Finance
Request for Appropriation
Town Hall Auditorium Stage Lighting Installation
April 2, 2014

Informal Survey of Organizations Expressing Interest in Using (Renting) the Performance Space
in Town Hall Auditorium

- Suzuki Music School
- Schubert Club of Fairfield County
- Westport Library
- Westport Historical Society
- Westport Arts Center
- Norwalk Symphony
- Mouse Muse Productions
- Cumulus Wind Ensemble
- Theatre Artists Workshop
- JIB Productions
- WPKN Radio
- Westport Farmers Market
- TEAM Westport
- Beechwood Arts

This list does not include the organizations that rented the Auditorium in 2013/2014 (11 rentals; \$2,200 in rental fees plus custodial fees)

Possible additional rental candidates include regional training seminars for CIRMA, CCM and Emergency Management/Public Safety organizations.



WESTPORT, CONNECTICUT

JAMES S. MARPE
First Selectman

Policy and Application for Rental of Westport Town Hall Auditorium

The Town Hall auditorium is available for use by non-profit organizations Friday evening, Saturday and Sunday (day and evening). Maximum seating capacity is 296. It may be reserved up to a year in advance if accompanied by a \$200 deposit per day. The attached application for such use must be submitted to the Selectman's Office for approval.

Any non-profit group or organization wishing to rent the auditorium for more than three (3) consecutive weekends will be required to enter into a lease agreement with the Town of Westport.

A copy of the non-profit organization's 501(c) must accompany the application form.

The following fee schedule has been approved by the Board of Selectmen on 9/15/10:

\$200 for a four-hour block of time (minimum)
\$25 per hour for each additional hour or portion of an hour

Payment of \$200 for the first four hour block of time must accompany the Request for Use of Westport Town Hall Auditorium form (attached).

Arrangements will be made for a Town Hall custodian to be in attendance one-half hour before the event until one hour after the event for cleaning and closing Town Hall. The custodian fee will vary according to the hourly rate currently paid to the individual custodian.

Friday – hourly rate for individual custodian will be charged until 11 p.m. Time and half will be charged after 11 p.m. until midnight.
Saturday – time and half will be charged for each hour.
Sunday – double time for each hour.

The bills for custodial services and additional time beyond the first four hour block of time will be sent following the event and must be paid within five days.

A certificate of insurance in the amount of \$1,000,000 combined single limit liability for bodily injury and property damage is required. This may be obtained from your insurance agency and must be provided before approval of reservation request. Town of Westport must be named as "additionally insured" on the insurance certificate for the time auditorium is rented.

A fully executed Hold Harmless/Indemnity Agreement (attached) must be filed at time of reservation.

Town of Westport Regulations for Use of Town Hall Auditorium

The following rules and regulations apply to all individuals and organizations using the Town Hall Auditorium:

- No alcoholic beverages are to be consumed in or brought into the Town Hall grounds by any person or group at any time, for any activity whatsoever.
- No smoking is permitted in the building.
- Absolutely no food or beverage may be taken into the town hall auditorium at any time.
- Arrangements must be made in writing to the Selectman's Office for audio-visual and other equipment needs, which will be forwarded to the Public Works Department.

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