DEEP RIVER TOWN HALL AUDITORIUM

APPLICATION FOR USE

Persons or groups wishing to use the Town Hall Auditorium must first file an application for use, along with any necessary paperwork and all required fees at least 5 weeks prior to the event. See all policies, requirements and fees in accompanying documents. Applications should be dropped off or mailed to the attention of the Deep River Town Hall Auditorium Management Committee, 174 Main St., Deep River, CT 06417. *****Please note: the application is 2 pages*****

Name of person or organization:_____

Non-Profit Organization?:_____ Deep River Based Organization?_____

Mailing/Billing Address:_____

Telephone: _____/_____Email:_____

Print name and title of person authorized to sign for organization:_____

Contact Phone No._____ Contact Email: _____

All days & date(s) of activity/event:_____

_____

All dates required, including technical sound & lighting checks as well as rehearsal & performance dates must be listed

Hours of use:_____

Purpose and description of activity/event:_____

_____

_____

_____

_____

_____

Is this an adult event?_____ Children's Event?*_____

**If this is a children's event, please see the addendum included herein, outlining additional rules for use*

Number of people attending, including members of your group and audience/public._____

(Maximum seating capacity of the auditorium is 279).

Seating Configuration requested: _____

A. Theater Seating (*no center staircase to stage*) **B.** Theater Seating (with staircase in place) **C.** Chairs removed**

**(additional charge applies; the auditorium does not own tables or chairs that can be rented)

Office Use only:

Security Deposit Rec'd_____ Insurance Certificate Rec'd_____ Cleaning Fee Rec'd_____

Use Fee Rec'd_____ Other: _____

_____

DEEP RIVER TOWN HALL AUDITORIUM

APPLICATION FOR USE

Approvals are required to (1) charge admission (2) sell merchandise, goods or services, (3) serve food or drinks (4) bring in your own equipment/decorations (lighting, sound, and projector systems).

Check below all of the approvals you are requesting and provide details as indicated:

(1)_____Requesting approval to charge admission. Amount_____

(2)_____Requesting approval to sell the following:_____

(3a)_____Requesting approval to serve food as follows:_____

_____

(3b)_____Requesting approval to serve drinks as follows:_____

_____

Please note, it is the responsibility of the renter to obtain any necessary permits from the Town of Deep River, State of Connecticut and/or from the Connecticut River Area Health District

(4)_____Requesting approval to bring in equipment as follows:_____

_____

_____

Check Requested Areas of Use: ***

_____Catering Kitchen
_____Stage
_____Back stage
_____Dressing Room
_____Elevator
_____Balcony

Check Requested Equipment Needed:***

_____**Sound Equipment**: _____MP3 Player or CD Playback
_____Direct Box
_____Podium Mic
_____Wireless Handheld Mic (2)
_____Wired handheld Mic (3)

_____**Lighting Equipment**: _____ Custom Light Cues **or**
_____Standard Light Cues
_____Spot Light

_____**Video Projection:** **Control Room Source-**
_____DVD or Blue Ray
_____Computer- VGA
_____Computer-HDMI

*****Additional Fees may be apply, see fee schedule below**

Renter's Agreement

I have read and understand the Deep River Town Hall Auditorium Rental Policies & Procedures listed in the separate document, "Rental Policies for the Town Hall Auditorium", and herein and agree that they will be honored and enforced by myself, members of the organization or group that I represent, participants, and spectators while using the auditorium and adjacent space. I do know that failure to observe the rules and regulations established by the DR Town Hall Management Committee might result in cancellation of reservations and loss of future use.

Name (print) _____Signature: _____Date: _____

Release of Liability

I hereby release the Town of Deep River from any and all responsibility for any accident or injury suffered by performers, participants and spectators while using the Town Hall Auditorium facility including all parts of said building accessible at the time of the rental. This release applies to, but is not limited to, the condition of the building.

Name (print) _____Signature: _____Date: _____

DEEP RIVER TOWN HALL AUDITORIUM

RENTAL FEES

Application Fees: ***(must be submitted with application-please send security deposit in a separate check)***

Security Deposit $250.00 (refundable unless damage)

Cleaning Fee: $180.00 per event/performance
($45.00/hr- 4 hour minimum – refundable, minus minimum 1 hr which is non-refundable)

Daily Fees:

Catering Kitchen (coffee/meal)	$35.00 per day – Groups A & B
Auditorium Performance	
-including all 'events'	$75 day/ Groups A & B
Auditorium Rehearsal	$25 day - Group A/ $35 day - Group B
Auditorium General Use	
-Includes meetings	$25 day - Group A/ $35 day - Group B

Group A – local, non-profit; Group B – local

Equipment Charges:

House Technician: *(Technician from approved list)*	$25 hour/Groups A & B
*****Use of technical equipment	$15 day/Groups A & B

This charge applies when utilizing an offsite tech. It is mandatory that the auditorium management committee tech meet the offsite tech to insure that he/she is properly trained on the house equipment.* ***There will be a one hour charge.* *The committee reserves the right to reject an applicant's tech person.*

Auditorium Seating Configuration:

The auditorium is rented with the chairs on the main floor set up in theater style seating. Should a different configuration be requested, the following additional charges will apply for each separate request.

A. Theater Seating (*no center staircase to stage*) – No Charge

B. Theater Seating (with staircase in place) – No Charge

C. Chairs removed* - $100.00

** This fee is based on 2 persons for 2.5 hours at $20.00 per hour*

Hiring of a Constable:

If your event will have more than 50 persons in attendance at any given time, you are responsible for hiring a Town Constable (minimum four hours) to be present during the hours of your event.

4 hr. @ $55.00 = $220.00 per event/per performance