



Hardwick Town House (HTH) Performance Application Form | Updated
July 14, 2017
Hardwick Town House
1 Depot Street, Hardwick, VT 05843
www.hardwicktownhouse.org
nekarts@hardwicktownhouse.org

ABOUT

Hardwick Town House (herein referred to as HTH) provides a historic venue for arts, theater, music, community and educational events, as well as public meetings and private functions. The building is open from March to November. It is managed by 501(c)(3) non-profit Northeast Kingdom Arts Council (NEKarts), (herein referred to as HTH Board), which acts as liaison for renters.

APPROVAL

The HTH is scheduled on a first-come, first-served basis. Reservations may be made up to one calendar year in advance. HTH Board reserves the right to grant or deny usage approval. The HTH Board must be notified of events containing profane language or content. Language or themes may not necessarily disqualify a proposal, the HTH Board reserves the right to require disclaimers in advertising or programs.

VENUE DESCRIPTION

The HTH is a multi-use space that seats up to 300 people (250 downstairs, with 50 overflow seats in the balcony). Seating consists of folding wooden meetinghouse chairs, which are attached in groups of 3-6 seats. The stage measures approximately 24' wide, 18' deep, 14' tall, and is elevated approximately 3' above the main floor. The stage has a back crossway, small backstage dressing room with bathroom facilities, and front stairs to access the audience. There are two historic drapes above the stage: the front Grand Drape, and a Street-Scene backdrop. These drapes can be up or down, depending on an event's needs.

LIGHTING

The HTH features basic theatrical (Front, Side, and Top) lighting, operated by a dimmer board located in the right wing of the stage. The lighting is not colored or programmable, and is limited to creating a general wash. House lights are controlled by wall-mounted dimmer switches (also located in the right wing of the stage). Blackout blinds are located in all of the windows to allow for space darkening during daytime events.

SOUND

The HTH is known for its pristine acoustics, and it is preferable to perform without amplification. If using amplification, renter must provide ALL sound equipment, and must recognize that the venue is located in a residential area. Excessive volume may be grounds for complaint.

PIANO

There are two pianos available for use in the HTH – an upright piano and a Knabe baby grand piano owned by NEKarts. The pianos can be played but must be kept in working order by all renters. If tuning is needed for a performance, the renter is responsible for obtaining and paying a professional tuner approved by the HTH Board. Renters must not leave anything along the top of the piano, including drinks, props, clothing, set materials, and the like. If the pianos are damaged due to negligence, the renters will be responsible for repair, tuning or replacement, depending upon the level of damage incurred.

PUBLICITY/TICKET SALES

Renter must prepare, fund, and manage all advertising, promotion and ticketing, both in advance and on the day of event. HTH will list all public events on the HTH webpage, but provides no further assistance with ticketing, publicity, or promotion.

ACCOMODATIONS

This contract is for the space as is – and includes handicap accessible public toilets with a sinks (cold water only) and the backstage toilets for performers with one sink (cold water only).

VENUE USE:

PREPARATORY MEETING

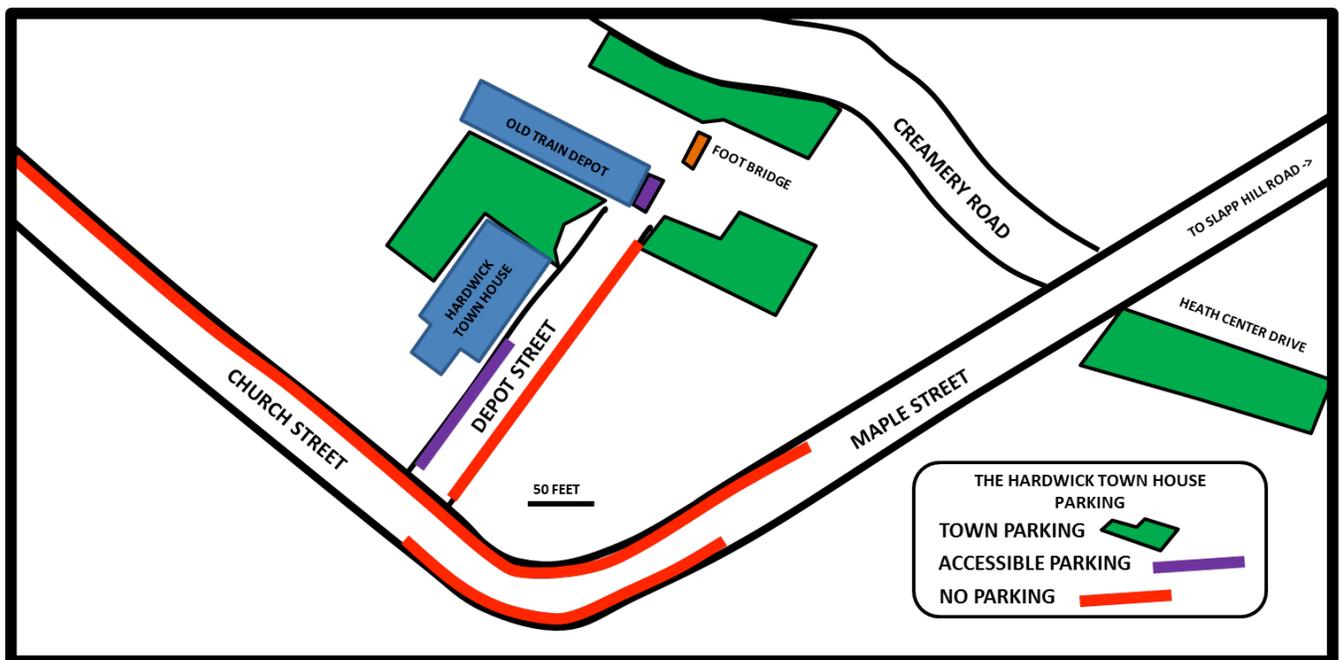
First-time renters will be required to meet with a member of the HTH board **IN PERSON** at the HTH for a venue orientation prior to the event date. This process may be waived or deemed necessary for repeat renters.

STAGE PREP AND LOAD-IN

Renters will coordinate with a HTH Board Liaison to load-in equipment on the day of the event. The renter's Board Liaison shall admit renters to the building (**renters do not receive a key**) and supervise renters with the proper set-up of the space, such as seating, lighting, drapery and musical instrument arrangement.

PARKING –

Renters and patrons may park in the lot behind the HTH, in the Town Garage lot just behind the Hardwick Depot, along the HTH side of Depot Street, and on the south side of Church Street. The HTH will provide safety cones to mark where parking is prohibited on Church Street, as it is unclear from the existing street signage. Renter is responsible for placing and retrieving cones, as well as providing personnel to assist with parking at events in excess of 200 people in attendance.



CONCESSIONS

Renters may provide and sell concessions. Renter is responsible for cleanup and proper recycling of containers as well as any damage caused by spilled food or drink.

PRE-EVENT SAFETY SPEECH

At the beginning of each event and performance, HTH Board requires that the renter tell the audience where all emergency exits are located and stress that the upstairs balcony exits are for emergency use only.

PRE-EVENT HTH SPEECH

The HTH reserves the right for a HTH Board member to make a brief introductory speech at the opening of any public event. This speech may contain information about current programming, updates on restoration/building improvement projects, and a request for donations to help further these causes. Whether or not an HTH Board member is present to make such speech, if any pre-event speech is made it must include accurate information. Additional statements made regarding the Charles Henry scenic curtain and grand drape or other specific HTH history must be accurate. Please contact a board member to confirm that statements made will be correct.

LIABILITY INSURANCE

If Renter shall engage in activity where audience participation shall occur, Renter agrees to provide comprehensive general liability insurance, including insurance against assumed or contractual liability, with a combined single limit of One Million Dollars, (\$1,000,000) insuring the undersigned's activities at the HTH. Such insurance shall be primary, non-contributory and not excess coverage and shall name **HARDWICK TOWN HOUSE, TOWN OF HARDWICK, VT, NORTHEAST KINGDOM ARTS COUNCIL (NEKARTS)** as additional insured. Such insurance shall not be cancelable without at least ten (10) days prior written notice to THE HARDWICK TOWN HOUSE. Renter will provide a Certificate of Insurance evidencing such coverage at least five (5) days prior to the day of the event.

LIABILITY

Renter shall save, defend, indemnify and hold harmless HARDWICK TOWN HOUSE, TOWN OF HARDWICK, VT, NORTHEAST KINGDOM ARTS COUNCIL (NEKARTS), its officers, agents, employees, volunteers, and boards from any and all cost, expenses, damages, claims, or liabilities of whatever nature resulting from or arising out of activities of the Renter or its employees, contractors, agents, patrons, and volunteers under this agreement.

CANCELLATION POLICY:

Rental Fee is non-refundable. Should the Renter cancel for any reason, the Rental Fee will be considered a tax-deductible donation to the Hardwick Town House. If the venue becomes unavailable due to unforeseen circumstances, and the event is unable to proceed, the HTH shall return the rental fee in full.

STRIKE AND CLEANUP

HTH will provide a neat and clean venue. Prior to leaving the space, Renters agree to:

- Return the venue to the condition in which it was found;
- Remove all personal belongings, equipment, posters, programs or other materials;
- Return HTH items to their original positions (including draperies, lighting, tables, chairs, etc.);
- Use provided trash bags, collect and bag all recycling and trash, and leave by door adjacent to Depot St.;
- Sweep floors, walkways, foyer, and stage;
- Retrieve any parking signs or safety cones that have been placed outside the building;
- If using the HTH during March-May or Oct.-Nov., return thermostats to 50 degrees;
- Turn off all lights, fans, and dimmer boxes; and
- Confirm that all doors are locked upon exiting the building.

The Hardwick Town House
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RULES:

-FIRE of any kind is prohibited, including smoking, candles, sparklers, pyrotechnics, matches, lighters, flash cotton. NO EXCEPTIONS.

-Renters require HTH Board approval to access the upper catwalk above the stage area, the storage rooms in the second floor of the foyer, and the basement.

-Renters may not adjust lighting fixtures, Grand Drape, Street-Scene backdrop, musical equipment. DO NOT attempt to raise or lower either historic curtain. If the curtains need to be raised or lowered for any reason, contact a NEKarts Board Member.

-Renters may not make any physical changes to the building itself, including but not limited to nails, screws, staples, adhesives, or the like.

-Renters may not hang posters on walls.

-Renters will conserve electricity by only using stage lighting when necessary during rehearsals, tech-thru, set-up and event.

-The only tape permitted for marking/spiking the stage is Blue Painter's Tape (Renter is responsible for purchasing).

-Balcony seating is to be used as OVERFLOW ONLY - (over 250 attendees) and is otherwise off limits to patrons of any event. If the balcony is used, no unsupervised children shall be allowed. Leaning over the balcony railing is expressly forbidden.

-Fire Exits from the balcony are to be used for **EMERGENCY EXIT ONLY**. The Northeast Kingdom Arts Council nor The Hardwick Town House, the Town of Hardwick, or any officers or members thereof, shall not be held responsible or financially liable for any incidents or injury that may occur if fire escapes are used for any entrance or exit during any non-emergency circumstance.

-Renters must have an adult representative (over 18 years of age) present at all times that the building is unlocked and must never leave the building empty and unlocked. If renters need to leave for any reason during contracted rehearsal times or prior to performances, an adult representative must stay in the building or make prior arrangements (at least 24 hours notice) with an HTH Board Liason to lock and unlock the building.

-All illegal drugs, as well as tobacco and alcohol, are prohibited. No BYOB. Renter may contract with a licensed and insured liquor provider if wishing to serve alcohol.

-Renters will not have storage space for set pieces or props beyond the contract period.

-Renters agree to adhere to the contracted load-in, rehearsal, performance and load-out times agreed upon in the application and signed contract, and must be present within 15 minutes of the scheduled opening times. If the Renters are not present, HTH Board Liason reserves the right to lock the HTH and Renter forfeits use of the building on that day.

-Events must not run past 10:00 p.m., as per local town ordinance.

SECURITY AND DAMAGE DEPOSIT.

Damage/security deposit of \$200, payable by separate check to NEKarts, is required at least one week prior to the event. This deposit will be returned subject to post-event inspection by your HTH Board Liaison within 30 days of the event. At the end of the contract, Renter agrees to leave the HTH in the same condition it was prior to rental, and to not leave set or props behind. The Renter will be responsible for damage to any property located within the HTH or on its grounds (including but not limited to the historic drapes, pianos), whether directly or indirectly caused by the Renter or any of its subagents, invitees, vendors, volunteers, customers or employees. Actual costs of damage or repair will be deducted from the security and damage deposit. If warranted, renters will be billed for any additional costs of repair or replacement in excess of the rental or security and damage deposit, which the Renter agrees to pay NEKarts within 30 days of the event.

RENTAL FEE SCHEDULE

Contracts must be received no later than thirty (30) working days prior to the scheduled event in order to be processed and considered for approval.

Free Event: \$50 per day

Private/Ticketed/Suggested Donation Event: \$200 per day

Rehearsal/Workshop/Meeting/Forum/Lecture: \$30 per day

The Rental Fee is due upon receipt of this signed contract payable by cash or check to NEKarts.

RENTAL APPLICATION

Primary Contact Person:

Name:

Email:

Phone:

Cell Phone (REQUIRED):

Mailing Address:

Website, if applicable:

Secondary Contacts:

Please list all stage managers and primary people accessing the building during the contract period along with cell phone numbers.

Proposed Date(s) and Times of Your Event:

Proposed Rehearsal Date(s) and Times for Your Event:

Name of Your Event:

Approximate Length of Your Event:

Estimated Duration of Set-Up and Breakdown:

Anticipated Attendance:

100-Word Description of Your Event:

Will event be open to the public:

If so, how much will it cost to attend?

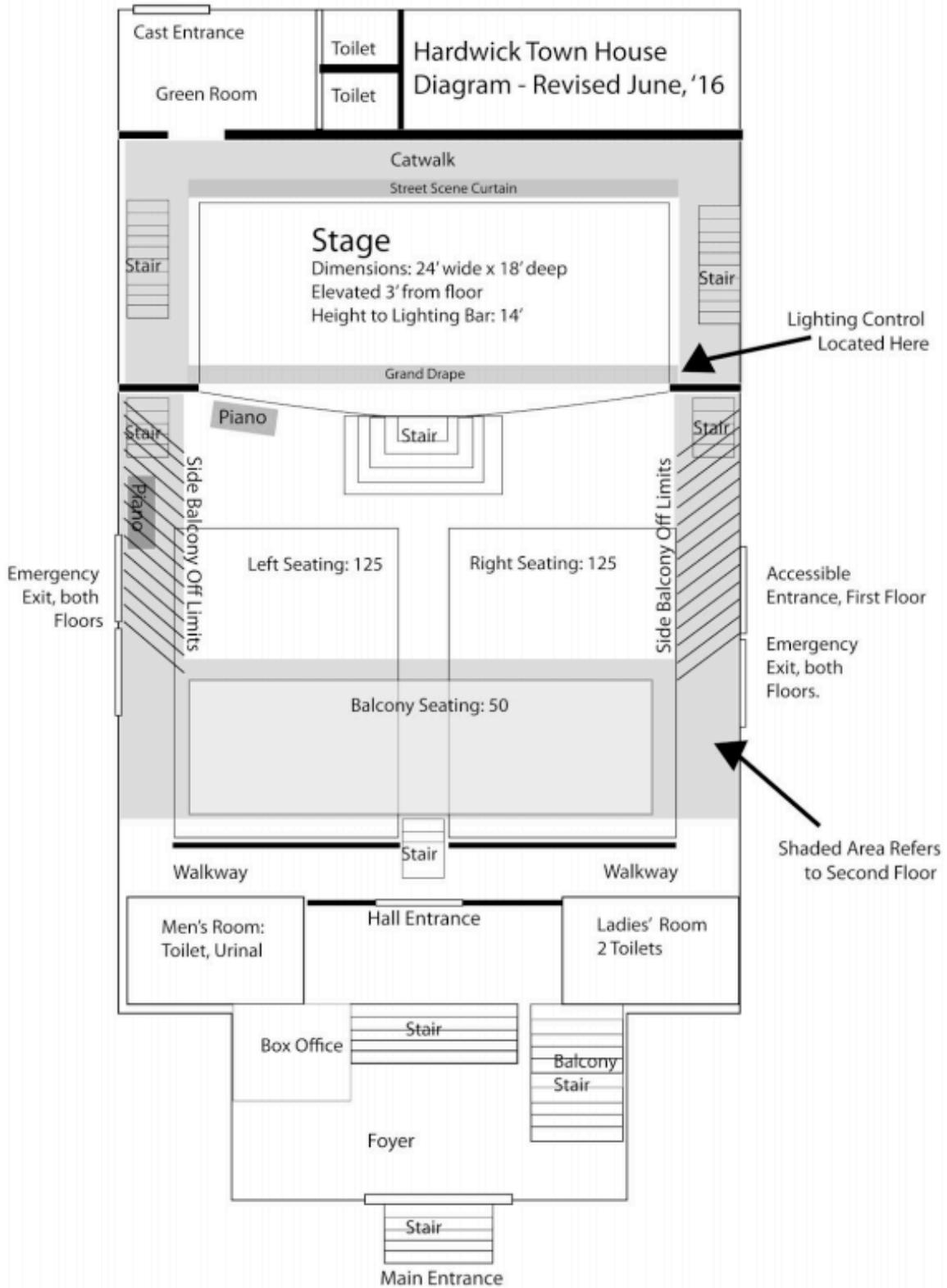
Please indicate which category you fall under:

Free Event

Private/Ticketed/Suggested Donation Event

Rehearsal/Workshop/Meeting/Forum/Lecture/Class

OTHER (Please Explain): _____



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Property Manager: Northeast Kingdom Arts Council (NEKarts)
P.O. Box 476, Hardwick, VT 05843

Rental Space: Hardwick Town House (HTH)

Renter:

Primary Contact Person:

Name:

Email:

Phone:

Cell Phone:

Mailing Address:

Website, if applicable:

Performance Name:

Approximate Length of Event:

Proposed Date(s) of Event:

Proposed Date(s) of Rehearsals, Set Up, Take Down:

Rehearsals, Set Up Take Down (\$30 per)

Performances (\$200 per)

Total Due

Security and Damage Deposit – separate payment to be held for use in the event of additional cleaning, custodial contracted or damage deposit. \$200.00

This agreement is for leasing the space described above to the Renter for the purpose of entertainment, and expressly incorporates all Terms and Conditions in the Rental Application, contained below and on the following pages. By signing this Rental Agreement, the undersigned acknowledges having read the Terms and Conditions herein contained and agrees to be contractually bound thereby.

Renter:

Signature	Print Name	Date
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Property Manager:

Signature	Print Name	Date
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TERMS & CONDITIONS

See application, rider (if any) and schedule for complete terms and conditions.

Please sign and return a copy of this contract with the payment and security/ damage deposit no later than 30 days prior to the scheduled event.

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