



# EDMOND TOWN HALL FULL DAY THEATER RENTAL APPLICATION

**Edmond Town Hall Board of Managers**  
45 Main Street  
Newtown, CT 06470

**Phone:** (203) 270-4285  
**Fax:** (203) 270-4287  
**Email:** rentals@edmondtownhall.org

**Date of Use:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Person in Charge:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Is this event open to the public or for your guests only?** \_\_\_\_\_

**Will alcoholic beverages be served?** \_\_\_\_\_ **Will alcoholic beverages be sold?** \_\_\_\_\_

**Will any other rental spaces be needed (other than theater?)** \_\_\_\_\_

- Your rental fee is due upon booking your reservation.
- Checks should be made payable to: ETH, Board of Managers.
- \$500 Deposit Due to hold Theater. Balance due 30 days prior to event.
- See Cancellation Policy on page 2.

*For Office Use:*

Room Rental Fee: <i>see rate sheet</i>	Received:	Form of Payment:
Deposit:		Check
		Credit Card
Balance:		

**Full Day Rental includes** custodial services and use of dressing rooms, main lobby and box office. Edmond Town Hall does not provide sound and lighting services. Renter must pay for those services separately. Rental also includes up to 10 hours of support from our in-house technical director. A fee of \$50/hr will be assessed if work time exceeds 10 hours.

**If cancellation occurs**, more than 90 days prior to the scheduled event, a full refund will be provided. If cancellation occurs within 90 days of the event and the premises can be relet, a full refund will be provided. Otherwise a credit will be offered to use towards a future rental date.

**Lessee acknowledges** that the premises are historic in nature and the heating and air conditioning systems are subject to malfunctions. Lessee agrees that if there is a failure of the air conditioning and/or heating systems that no refunds or credits will be provided.

**If alcohol will be sold**, an appropriate liquor license/permit must be provided at least two weeks prior to the scheduled event as well as a certificate of liquor liability insurance in the minimum of \$1 million.

**To promote the health and safety of your guests, our staff, and other users of this space, we require that you follow the guidelines below when renting space at Edmond Town Hall.**

1. All events or activities in the building must have an assigned overseer to ensure that all health guidelines are followed. The person renting the space will be considered the overseer and will be responsible for making sure that their guests follow all regulations. The signer of this document will also be the overseer.
2. Edmond Town Hall also reserves the right to require for events, renters and guests any regulations mandated by local, state and/or federal officials.
3. Edmond Town Hall reserves the right to cancel your event if the directive from local and state health officials requires it or if the event is deemed unsafe and/or participants are not following mandated guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Lessee

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
ETH Representative



## INDEMNITY HOLD HARMLESS AGREEMENT

The Town of Newtown is pleased to be able to offer the Edmond Town Hall for rental to our residents and other local companies and entities.

The Board of Managers of the Edmond Town Hall of the Town of Newtown works very hard to maintain this facility to ensure that it is a clean and safe place available for the enjoyment of all our residents. It is an unfortunate reality that injuries do sometimes occur while the premises are rented to others.

The Edmond Town Hall Board of Managers and the Town of Newtown do not provide supervision over the activities or events that take place during a short-term rental of their facility. To that end, it is not the intention of the Town of Newtown to assume liability for bodily injury that might occur during a short-term rental. Instead, it is the intent of the Town of Newtown to transfer liability by contract to the individual or entity that is renting the facility.

Accordingly, please read the following Indemnity/Hold Harmless Clause:

### DEFINITIONS:

1. Lessee: The person or entity requesting to rent the facility.
2. Landlord: The Town of Newtown, Borough of Newtown and all elected or appointment boards and commissions and authorities, officials, directors, officers, employees and volunteers, all when acting or deemed to be acting within the scope and performance of their duties.
3. Premises: The facility that is the subject of the rental.
4. Term: The time during which the facility is rented to the lessee.

Lessee will indemnify and hold the Landlord harmless from all claims arising from or in connection with (i) the rental, leasing, occupancy or use of the Premises, or any condition created in or about the Premises during the Term; (ii) any act, omission or negligence of Lessee or the partners, directors, officers, agents employees or invitees of the Lessee; (iii) any accident, injury or damage whatsoever occurring in or at the Premises including claims arising out of any type of virus, bacteria, or any other microorganism that induces or is capable of inducing physical distress, illness or disease. Lessee hereby expressly indemnifies Landlord for the consequences of any negligent act or omission of Landlord, its agents, servants and employees. Unless such act or omission constitutes gross negligence or intentional misconduct.

My signature below will serve as proof that I have read all of the above information and fully understand the intent of the Indemnity/Hold Harmless Agreement.

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Printed Name of Individual or Entity Requesting Rental

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Signature

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



# RENTER REGULATIONS

**We welcome you to the Edmond Town Hall. In order that this building may be enjoyed by all, you must observe the following regulations. Failure to do so may result in cancellation.**

1. Return the loading cart to the ground level next to the elevator immediately after unloading so that it is available for use by other renters.
2. Edmond Town Hall Theatre provides wi-fi for use by renters, but it is not equipped to handle streaming of large events. If you wish to do heavy streaming, you must make your own arrangements.
3. If you plan to serve food to your guests in the main lobby, you must let us know. You may also be required to get a food service permit if the food is not packaged.
4. Be careful to not touch or damage the scrim on stage. You will be responsible for replacing a damaged scrim.
5. No blocking of fire doors at any time. Any chair, table or display used in the front lobby must not block any of the fire exits.
6. You may use the main lobby as part of your theater rental, but you must comply with fire regulations. If you wish to use the box office to sell your tickets, please let us know in advance.
7. Children and guests must be kept off of the stage and away from backstage and other areas at all times. Only performers and production crew can be on or backstage.
8. The Mary Hawley Room and other spaces off the main lobby are not included in the theater rental. They can be rented, if available, at an additional fee.
9. Do not have any food on stage or backstage. Water must be in plastic bottles with a lid and must be kept on a side table. Never put any water or any other liquid or food near or on top of the lighting board, sound board or other equipment.
10. No smoking in the building. Smokers may use the smoking area and ash dispenser outside the building at the bottom of the front stairs.
11. Do not sit, stand or place food or liquid on the piano.
12. Remove all items that you brought with you. Edmond Town Hall is not responsible for ANY items left behind. We cannot store items and left items will be discarded.
13. No glass is permitted on the stage.
14. Failure to abide by these regulations could result in closing down of the event. You will be responsible for any damages caused by you, your crew or members/guests of your party/event. You will be responsible for payment of replacement of damaged scrim.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Event/Production Dates



# PAYMENT INFORMATION

Edmond Town Hall accepts personal checks, debit and credit cards or cash. Cash payments must be made in person during office hours. All other payments may be made by mail or email using this form. **We do not accept payment without contracts.**

**To pay by check**, please mail a check with your paperwork or drop off to:

Edmond Town Hall-Board of Managers  
45 Main Street  
Newtown, CT 06470

**Make checks out to:** ETH-Board of Managers or ETH-BOM

If dropping off after hours, there is a black mailbox on the business office door. Please do not leave cash.

**Electronic invoicing is available.** Please email [finance@edmondtownhall.org](mailto:finance@edmondtownhall.org) to request an invoice.

**To pay by credit or debit card**, please complete the following information and mail, fax or email it in with your paperwork: *(Please note: rental service payments made by debit or credit card will incur a 3.5% service fee. Checks or money orders incur no fee.)*

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Name on Rental Reservation/Date(s) and Location of Rental

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Credit Card Number

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Credit Card Expiration Date

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Credit Card Security Code (3 or 4 digit number in back of card; on Amex it's in front)

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Billing Zip Code for this Credit Card



# EDMOND TOWN HALL RATE SHEET - DAY RENTALS

## ALEXANDRIA ROOM

*\*\$200 Refundable Security Deposit due for each event\**

*\*Includes tables, chairs and set up of room, including pantry and kitchen if applicable\**

Event Rental (Room Only)	\$400
Event Rental with Kitchen (no china)	\$500
Event Rental with Kitchen & China (includes 5-pc China place setting, wine and water glasses)	\$525
Kitchen Only (Sunday through Thursday only)	\$35/hr
Cool Kitchen Rental (access to refrigerator and sink only)	\$30
Meeting Rental (no kitchen)	\$50/hr
Meeting Rental with Kitchen	\$75/hr
Wedding Rental (two days - one set up, one event & break-down) <i>*option to add \$150 for balcony buyout/private second floor use*</i>	\$1300
Memorial (Room Only, 4 hours)	\$200
Memorial with Kitchen (4 hours)	\$300

## GYMNASIUM

*\*\$50 Refundable Security Deposit due for each event\**

Sports, general use and parties (3 hour minimum)	\$40/hr
Evening events (events between 5pm-building close)	\$360
All day rental (7am load-in)	\$700

## THEATER

Full Day Rental (Mon-Thurs 8am-10pm) *\$500 Deposit required.	\$1850
Full Day Rental (Fri-Sun 8am-11pm) *\$500 Deposit required.	\$2950
Theater Party - AM (8:30-12:30, movie included)	\$250
Theater Party - PM (3:30-6:30, movie included)	\$325
Corporate Meetings (Mon-Fri, 4 hour limit with 6pm completion)	\$950

*\*Full Day Theater Rental includes custodial services and use of dressing rooms, main lobby and box office. Also includes our in-house technical director for up to 12 hrs of support. A fee of \$75/hr will be charged for anything over 12 hrs.*

*\*Edmond Town Hall does not provide sound and lighting services. Renter must pay for those services separately.*

## GENERAL MEETING ROOMS

Social Groups, Lessons & Meetings	\$35/hr
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### **Please note:**

Building closes at 10pm M-Th and 11pm Fri-Sun. For any event that goes beyond closing time, additional fee will be billed @ 45.00 per hour.

Documentation of **Non-Profit status for income tax purposes** required with signed contract. We offer a 10% discount to Non-Profit Organizations.

**Rental fees are due 7 days after booking the event.** The security deposit is due 30 days prior to the event and will be returned to the renter following a satisfactory inspection within 15 days after the event. Cleaning and repair costs for any damage will be deducted from the security deposit.



# EDMOND TOWN HALL OPTIONAL DEMOGRAPHIC SURVEY

Our goal at Edmond Town Hall is that we provide a space to be enjoyed by all. The following questions will be used to understand who we are currently serving effectively and those we could do a better job serving. Your responses will be kept confidential and none of the questions are required.

**1. Please indicate the number of people in each age group that will be participating in your event.**

- Children 17 or younger: \_\_\_\_\_
- Adults 18 to 64: \_\_\_\_\_
- Adults 65 or older: \_\_\_\_\_

**2. Which if the following best describes you? (Choose all that apply.)**

- \_\_\_ African American or Black
- \_\_\_ Asian or Asian American
- \_\_\_ Hispanic or Latino/Latina
- \_\_\_ Middle Eastern or North African
- \_\_\_ Native American/American Indian or Alaska Native
- \_\_\_ Native Hawaiian or Pacific Islander
- \_\_\_ White
- \_\_\_ Other: \_\_\_\_\_

**3. What state do you live in?**

- \_\_\_ Connecticut
- \_\_\_ Other: \_\_\_\_\_