



EDMOND TOWN HALL THEATER PARTY 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: _____ **Time Slot (Circle One):** AM 8:30-12:30 or PM 3:30-6:30

Person in Charge: _____

Address: _____

Phone: _____ **Email Address:** _____

**** Movies not from the ETH library must be BluRay DVDs and ETH tested 5 days prior to event.**

Movie Title Selected: _____

Movie Start Time: _____ **Host Arrival Time:** _____

Concession Stand: Yes or No (Circle One) **Additional Fee** **Lobby tables (#):** _____

- Your rental fee is due upon booking your reservation.
- Checks should be made payable to: ETH, Board of Managers.

For Office Use:

| | | |
|---|-----------|--|
| Room Rental Fee: \$250 8:30-12:30pm \$325 3:30-6:30pm *Flexible times available M-F* | Received: | Form of Payment: Check Credit Card |
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THEATER PARTY APPLICATION

If cancellation occurs, more than 30 days prior to the scheduled event, a full refund will be provided. If cancellation occurs within 30 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.

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.

Printed Name of Individual or Entity Requesting Rental

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. We must know the movie you wish to show two weeks in advance (see ETH movie library.)
2. There is a limit of 50 guests for a birthday party in the theater. More than 50 and a studio approval fee will be incurred.
3. 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.
4. No smoking in the building. Smokers may use the smoking area and ash dispenser outside the building at the bottom of the front stairs.
5. As a Birthday Party theater renter, you have use of the theater lobby and the orchestra seating area. The stage and backstage area of the theater is off limits. Use of other rooms/spaces is subject to approval and additional rental fees.
6. For safety reasons and to prevent falls, your guests must remain off the stage during a theater birthday party.
7. 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.**
8. 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

Printed Name

Date

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 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.)*

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

Credit Card Number

Credit Card Expiration Date

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

Billing Zip Code for this Credit Card

Edmond Town Hall Party Movie Library

All Movies are Rated 'G' Unless Otherwise Indicated, Running Time Listed in Hours and Minutes

Other movies available upon request

| | |
|---|--|
| Aladdin (PG) | Lego Batman Movie, The |
| Amazing Spiderman, The (PG-13) | Lego Movie, The |
| Angel Has Fallen (R) | Lego Movie: The Second Part, The |
| Annie (PG) | Lego Ninjago Movie |
| Angry Birds Movie 2, The (PG) | Lion King, The (Animated) |
| Ant-Man and the Wasp (PG-13) | Lion King, The (Live-Action) |
| Avengers: Infinity War (PG-13) | Little Mermaid, The |
| Babe | Loving Vincent |
| Big Lebowski, The (R) | Maleficent (PG) |
| Bolt (PG) | Mary Poppins Returns |
| Boss Baby (PG) | Megamind |
| Bridesmaids, The (R) | Mighty Ducks, The |
| Call of the Wild (PG) | Minions: The Rise of Gru |
| Captain America The Winter Soldier (PG-13) | Mirror Mirror |
| Captain America Civil War (PG-13) | Mitchells vs. The Machines, The (PG) |
| Captain Underpants: The First Epic Movie (PG) | Moana |
| Cars 3 | Motherless Brooklyn |
| Charlotte's Web | Mr. Poppers Penguins |
| Christmas Story, A (PG) | Narnia (PG) |
| Clue The Movie (PG) | Nightmare Before Christmas, The (PG) |
| Coco (PG) | Now You See Me |
| Date Night (PG-13) | Paddington 2 |
| DC League of Superpets (PG) | Paw Patrol: The Movie 1h 26m |
| Descendants & Descendants 3 | Peanuts Movie, The |
| Despicable Me (PG) | Peter Pan (Disney Classic Animated 2014) |
| Despicable Me 3 (PG) | Peter Rabbit |
| Detective Pikachu | Pixels |
| Diary of a Wimpy Kid: Long Haul | Polar Express, The |
| Dora and The Lost City of Gold | Ratatouille |
| Dumbo (live action) | Raya and the Last Dragon |
| Elf (PG) | Remember the Titans |
| Encanto (PG) | School of Rock |
| Emoji Movie, The | Scoob! |
| Ferris Bueller's Day Off (PG-13) 1h 43m | Secret Life of Pets 1 and 2, The (PG) |
| Free Guy (PG-13) 1h 55m | Sherlock Gnomes |

| | |
|---|---------------------------------------|
| Frozen (1 and 2) | Sing |
| Ghostbusters | Smallfoot |
| Goosebumps (1 and 2) | Snowball Express |
| Grinch, The (Animated 2018) | Sonic the Hedgehog (1 and 2) |
| Harry Potter and the Sorcerer's Stone | Speed Racer |
| Holiday, The (PG-13) | Spider-Man: Homecoming |
| Home | Spider-Man: Into the Spider-Verse |
| Home Alone 1 and 2 (PG) | Spidey and his Amazing Friends |
| Homeward Bound: The Incredible Journey | Star Wars: The Complete Saga |
| Hotel Transylvania 3 | Tangled |
| How to Train Your Dragon | Ted (R) |
| Hustlers (R) | Teen Titans Go! To the Movies |
| Incredibles, The (1 & 2) | Toy Story (1,2,3 and 4) |
| Jaws (PG) | Trolls |
| Joker (R) | Wall-E |
| Judy (PG-13) | We Bare Bears The Movie |
| Jurassic World: Fallen Kingdom (PG-13) | Willy Wonka and the Chocolate Factory |
| Kung Fu Panda (1,2, and 3) | A Wrinkle in Time |
| Leap! | |
| (G) All Audiences; (PG) Parental Guidance Suggested; (PG-13) May Be Inappropriate for Pre-teens | |
| (R) Under Age 17 Requires Accompanying Parent or Adult Guardian, Contains Adult Material r.5/22 | |



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) | \$375 |
| Event Rental with Kitchen (no china) | \$475 |
| Event Rental with Kitchen & China (includes 5-pc China place setting, wine and water glasses) | \$500 |
| Kitchen Only (Sunday through Thursday only) | \$30/hr |
| Cool Kitchen Rental (access to refrigerator and sink only) | \$25 |
| Meeting Rental (no kitchen) | \$45/hr |
| Meeting Rental with Kitchen | \$65/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> | \$1200 |
| Memorial (Room Only, 4 hours) | \$190 |
| Memorial with Kitchen (4 hours) | \$290 |

GYMNASIUM

\$50 Refundable Security Deposit due for each event

| | |
|--|---------|
| Sports, general use and parties (3 hour minimum) | \$35/hr |
| Evening events (events between 5pm-building close) | \$300 |
| All day rental (7am load-in) | \$600 |

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 10 hrs of support. A fee of \$50/hr will be charged for anything over 10 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 | \$30/hr |
|-----------------------------------|---------|

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: _____