

CHANDLER CENTER FOR THE ARTS, Inc.  
71-73 Main Street, Randolph, Vermont 05060  
Box Office and Rental Manager Phone (802) 728-6464, Fax (802) 728-4612  
E-mail <rentals@chandler-arts.org>

### **Facility Usage Policies and Renter Packet**

Thank you for your interest in Chandler's facilities for your event or activity. We are pleased to make this historic building available to individuals and organizations. The turn-of-the century Music Hall, with near-perfect acoustics, was built in 1907 as a commercial theatre and community gathering space. The adjacent Gallery, with beautiful natural light, was constructed at the same time and served as the activity center for youth and adults in the community. The past 30 years have seen significant restoration of the hall and a reestablishment of its role as a vital community resource for the arts thanks to a considerable investment of the community's time, talent, and funds. Today the Chandler building is owned by the Town of Randolph, but operated and maintained by a small staff and a large group of volunteers incorporated as Chandler Center for the Arts. Thank you for treating these facilities with care and respect.

Chandler Center for the Arts presents a year-round schedule of performances and exhibits in the Music Hall and Gallery. At times when the facilities are not needed for Chandler programming, they are available to rent for public or private purposes. Priority will be given to those events that further Chandler's mission of bringing the visual, literary, or performing arts, and education in the arts, to the Central Vermont community.

The following usage policies and rental rates and fees apply to all events presented in Chandler Music Hall and/or Gallery, and are an integral part of the Contract between the Renter and Chandler Center for the Arts, Inc. (hereinafter "Chandler"). Please read them through in their entirety before signing. By signing the Rental Contract, the Renter agrees to all the policies and rates and fees herein. All rental arrangements must be made through the Box Office and Rental Manager.

Rentals are on a first-come, first-served basis. Rates and fees included herein are subject to change. Charges will be assessed on actual facility use, including time for setup and cleanup.

#### **No rental arrangement is considered final until:**

- A completed and signed Rental Contract and rental deposit, plus a damage deposit, have been received by Chandler;
- The Renter's insurance certificate or a written waiver holding Chandler harmless against any liability has also been received;
- The Renter's support requirements have been reviewed with Chandler's technical staff to make sure they can be met. These must take place at least a month before the scheduled rental date in order for Chandler to prepare fully for an event.

If these requirements cannot be met due to extenuating circumstances, the Box Office and Rental Manager must be informed and reach agreement with the Renter that the circumstances are such that the event still may occur.

**Rental Deposit** - The rental deposit of one-third of the rental rate, to be applied against the rental cost, will secure the requested portion of the facility for the rental date. Half this deposit will be refunded to

the Renter if notification of cancellation is received by the Box Office and Rental Manager one month prior to the scheduled event. The remaining portion of the rental cost is due to Chandler on the day of the event. A damage deposit, to be refunded if the premises are left by the Renter in the condition in which they were received, should be sent as a separate check for easy return.

For each event, Renters are asked to provide **complimentary tickets** to any Chandler staff or volunteers on duty for the event. As part of Chandler's commitment to making tickets available to underserved patrons, we ask that each renter consider making available up to four complimentary tickets to your performance for Chandler to share with community members at our discretion.

**Rental Rates** - To ensure that Chandler may be maintained as a community asset, rental rates differ based on the type of event being held (income-generating or otherwise), and the content of the event. For this Agreement, "income-producing events" are those for which tickets are sold or registration fees charged, or at which donations are accepted. Presentations that further Chandler's mission are given preference in terms of rates. Chandler's Rental Manager will provide specific rate information upon receiving the completed Renter's Information & Agreement Sheet.

### **Music Hall Rental Rates and Fees**

The rental rates quoted will include:

- Use of one Gallery floor for intermission food sales; if intensive use of Chandler's kitchen facilities is required, a fee will be charged.
- Standard room and technical lighting, and standard sound.
- Heat as deemed necessary by Chandler management. (Air conditioning is an additional fee.)
- Normal custodial services.
- A preview of the space, if desired by the Renter.

**Please note that the renter is responsible for any licensing fees, should such apply. As the renter of Chandler facilities, I agree to provide a program to be submitted with Chandler's quarterly payments for music licensing fees. The additional amount due Chandler is 0.8% of the total ticket income collected. If I refuse to provide this information, my signature below constitutes my agreement to assume full responsibility and payment of all fines for any related licensing violations.**

### **Additional Required Fees and/or Deposits**

A technical director and/or house manager, depending on the size and type of the event, must always be present in the Music Hall during any rental, setup, or load-in. The stipend to a technical director is \$25 per hour, with a 2-hour minimum; to a house manager, \$15 per hour, with a 2-hour minimum.

A damage deposit, conditionally refundable, is required from any Renter of the Music Hall to ensure that the Renter treats the space with care. This deposit will be refunded if the space rented is left in the condition in which it was received, including the bagging and removal of all food garbage. If this is not the case, the Renter will be billed for any costs over and above the deposit required for the cleanup, at \$25 per hour, plus the cost of supplies.

Repainting of any damaged walls will also be charged to the Renter at \$20 per hour plus supplies, as will remedial measures taken to repair any other damage caused by the Renter or by persons attending

the Renter's event. If the technical director determines that the stage floor needs to be repainted, the labor cost will also be \$20 per hour, plus about \$150 for the special paint required.

### Optional Support Services and Fees

- 9-foot Steinway & Sons grand piano:

	Weekday use of the piano	Weekend use of the piano
For large and medium-sized organizations	\$ 225	\$ 275
For small organizations	\$ 175	\$ 225
For private individuals	\$ 225	\$ 275

This includes use of the piano for a rehearsal on the day of the performance. Arrangements for tuning will be made by Chandler if requested and will be charged to the renter. Repairs for any damage to this piano will be charged to the Renter, at the cost Frederick Johnson Pianos estimates as required.

- **Technical lighting and sound:** Chandler's light plot will serve most purposes, and its sound equipment will usually be sufficient. (See Chandler's website for details of what these include.) If special lighting or sound is required by the renter, Chandler's technical director will determine crew needs and estimate additional charges accordingly. Lighting and sound must be restored to Chandler's standards after the event, and costs of the labor required to do so will be included in the estimate for technical-personnel charges.

If a Renter brings lighting or sound equipment which must be attached to Chandler equipment, this may be done only by Chandler's technical director or under the supervision of the technical director.

- **Cushions:** A Renter may request use of Chandler's cushions for a \$50 fee, if it so stipulates in the rental agreement. The Renter will be charged for any missing or damaged cushions, at the replacement cost of the cushions.

- **Box office:** If the services of Chandler's box office are required, the charges are as follows:

- To take phone reservations for the month before the event, \$150
- To staff the box office starting an hour before the event begins, \$150 per event. Please note that if hiring Chandler Box Office for pre-event sales, the renter must also hire Chandler box office staff for time-of-event sales.
- For use of Chandler's credit-card acceptance capability, \$1 per ticket to the Renter for tickets purchased with a credit card (Mastercard, Visa and Discover accepted).

**Please note that Chandler does not supply tickets.**

- **Ushers:** If the Renter provides its own ushers, these ushers must meet for a safety/policies review, with the technical director or house manager responsible for the event, an hour before the doors of the auditorium open to the public. Pickup of the Music Hall after the event is the responsibility of these ushers, rather than of Chandler staff.

- **Recording the event:** If a Renter wishes the event to be recorded and provides the equipment with which to do so, and wishes a Chandler staff person to do the recording, the Renter is charged the hourly rate of the staff person for any extra hours spent to do so. In such cases, Chandler would appreciate a mention of its site on the recording.

• **Kitchen:** A Renter may use the kitchen facilities on the second floor of the Gallery to assemble and serve food and drink. For more intensive catering and cooking uses, a \$75 fee will be charged. There is a conditionally refundable damage deposit of \$50. The fee entitles the Renter to use the stove, refrigerator and coffee urns which must all be washed and dried and returned to the places where the Renter found them before the Renter leaves the kitchen. The fee does not entitle the Renter to use the perishable supplies (e.g., coffee, tea bags, paper products) belonging to Chandler; the Renter must provide its own supplies.

• **Event publicity:** Once a rental is confirmed and deposit secured, information about the event will be added to Chandler's website at for a \$75 fee, if the Renter e-mails it to the address. Renters are responsible for their own publicity. Chandler does not sell its mailing list. Rents must give Chandler a copy of any press release before it is distributed to the media, in order to ensure the accuracy of contact information. It must be clear that the event being presented is not sponsored by Chandler.

### **General Rules and Regulations for Use of the Music Hall**

1. No food or beverages are permitted in the Music Hall auditorium (orchestra or balcony), or on the stage unless specifically called for in a performance. All stage beverages and leftover stage food, including food containers and anything else that might attract mice, must be removed immediately after each performance. Food and beverages are permitted in the dressing rooms, but must be removed by the Renter at the end of the event.
2. Per Town ordinance, alcoholic beverages of any kind are strictly forbidden anywhere in the building unless special arrangements have been made with the Randolph Selectboard through a caterer with an off-site liquor license. The Renter is responsible for making these arrangements.
3. State fire law prohibits smoking anywhere in the building. If smoking is called for in a Music Hall performance, it **MUST** be arranged for in advance with the Randolph Volunteer Fire Department, as state regulations require that a fire fighter be present in the theater during each rehearsal or performance when a cigarette is lit. A stipend to be determined by the Fire Department must be paid to the fire fighter, based on the time during which his/her presence is required.
4. No trash may be left in the auditorium or on stage after rehearsals, load-ins or setups. Tables, chairs, or music stands used for rehearsals, load-ins or setups must be returned to where the Renter found them.
5. No markers may be used on the stage floor except gaff tape, a roll of which will sold to the Renter. Nothing may be stuck onto any painted surface. If it is necessary to affix things onto brick, wood, or metal surfaces, only the removable adhesive putty may be used. Absolutely **NO** push pins, tacks, nails, or duct tape may be use anywhere in the Music Hall.
6. Doors may not be propped open unless they are on magnetic holders. Exit signs must be visible at all times and may not be covered.
7. No one is allowed above the stage -- in the flies, on the catwalk or on the genie upright lift -- in the absence of the technical director. Permission for others to be above the stage may be given by the technical director, but will apply **ONLY** when the technical director is present.
8. The Steinway grand piano may be moved only by Chandler personnel. Nothing may be placed on the pianos in the Music Hall, or on the box in which the grand piano is stored, except for sheet music. It is especially important **NEVER** to put water on top of the pianos or piano box, or to use the piano lids as a writing surface.
9. Each legally constituted organization (business or non-profit) renting the Music Hall must have liability insurance, and must provide a copy of its insurance certificate to Chandler. Informal

organizations or private individuals renting the Music Hall must sign a liability waiver, agreeing in writing to hold Chandler harmless against any liability.

10. During the time the rental is in effect, Chandler is not responsible for any Renter's property that is damaged, lost or stolen in the building. Nor is Chandler responsible for anything left in the building after the Renter's event.

11. Thermostats can only be adjusted by a house manager or the technical director. If temperatures over 65 are requested, the Renter will be assessed an additional fee to cover the cost of heating fuel.

12. Any minor in the building must be supervised by an adult.

### **Gallery Rental Rates and Fees**

The rates quoted will cover ONE floor of the Gallery. Included in these rates are:

- Standard room lighting, and standard sound.
- Heat as deemed necessary by Chandler management.
- Use of Chandler's tables and chairs, if needed for the event.
- Normal custodial services.
- Preview of the space, if desired by the Renter.

Note: Reduced rates may be available for repeat renters, from whom payments are due at least monthly.

Please note that the renter is responsible for any licensing fees, should such apply.

### **Additional Required Fees and/or Deposits**

A technical director and/or house manager, depending on the size and type of the event, may need to be present in the Gallery during a rental, setup, or load-in. The stipend to a technical director is \$25 per hour, with a 2-hour minimum; to a house manager, \$15 per hour, with a 2-hour minimum.

For meetings, workshops, and lessons, a Chandler representative will be available to open and close the Gallery. This applies unless a Chandler representative is part of the meeting, in which case that person is responsible for opening and closing the Gallery.

A \$50 damage deposit, conditionally refundable, is required from any Renter of the Gallery to ensure that the Renter treats the space with care. This deposit will be refunded if the rented space is returned by the Renter to the condition in which it was received, including the bagging and removal of all food garbage. If the space rented is not left in the condition in which it was received, the Renter will be billed for any costs over and above that \$50 deposit required for the cleanup, at \$25 per hour, plus the cost of supplies.

Repainting of any damaged walls will also be charged at \$25 per hour plus supplies, as will remedial measures taken to repair any other damage caused by the Renter or by persons attending the Renter's event.

### **Optional Support Services and Fees**

- **A digital Yamaha keyboard with weighted keys** is available for the Renter's use in the Upper Gallery.

- **Chairs and tables:** The Chandler Gallery is well-supplied with tables and chairs, which may be used therein by a Renter if so stipulated in the rental agreement. In general, a Renter is encouraged to set up and PLEASE ALSO to take down these tables and chairs as needed. (NOTE: The chairs and/or tables may NOT be removed from the building.) The Renter will be charged for any missing or damaged tables and/or chairs, at their replacement cost.
- **Portable stage:** The small stage built in 6 separate units to fit the Gallery spaces could be installed on either floor, schedule permitting. Use of the stage is \$50 per unit for meetings, workshops, and lessons -- a total of \$300 if all 6 units are needed --, including setup and takedown. For parties of any type, use of the stage is \$75 per unit, a total of \$450 if all units are needed, including setup and takedown. If the portable stage is to be used offsite, there is a surcharge of \$200. Any damage caused during such use will be charged to the Renter. Chandler's technical director will be reimbursed by the Renter @ \$25/hour for the time required for set-up and take-down.
- **Recording the event:** If a Renter wishes the event to be recorded for future sale and provides the equipment with which to do so, and wishes a Chandler staff person to do the recording, the Renter is charged the hourly rate of the staff person for any extra hours spent to do so. In such cases, Chandler would appreciate the mention of its site on the recording.
- **Kitchen:** A Renter may use the kitchen facilities on the second floor of the Gallery to assemble and serve food and drink. For more intensive catering and cooking uses, a \$75 fee will be charged. There is a conditionally refundable damage deposit of \$50. The fee entitles the Renter to use the stove, refrigerator and coffee urns which must all be washed and dried and returned to the places where the Renter found them before the Renter leaves the kitchen. The fee does not entitle the Renter to use the perishable supplies (e.g., coffee, tea bags, paper products) belonging to Chandler; the Renter must provide its own supplies.
- **Event publicity:** Once a rental is confirmed, information about the event may be added to Chandler's website at a cost of \$75, if the Renter e-mails it to the address above and follows the format specified in the Rental Agreement. Renters are responsible for their own publicity. Chandler does not sell its mailing list. The Renter must give Chandler a copy of any press release before it is distributed to the media, in order to ensure the accuracy of contact information.

### **General Rules and Regulations for Use of the Gallery**

1. Alcoholic beverages of any kind are strictly forbidden anywhere in the building, unless the Renter has hired a caterer with an offsite liquor license and has obtained prior approval to serve liquor in the Upper or Lower Galleries from the Randolph Town Select Board.
2. State fire law prohibits smoking anywhere in the building.
3. Doors may not be propped open unless they are on magnetic holders. Exit signs must be visible at all times and may not be covered.
4. No trash may be left in the Gallery after rehearsals, load-ins or setups. Tables or chairs or equipment used during rehearsals, load-ins or setups must be returned to where the Renter found them.
5. During the time the rental is in effect, Chandler is not responsible for any Renter's property damaged, lost or stolen in the building. Nor is Chandler responsible for anything left in the building after the Renter's event.
6. Thermostats can only be adjusted by a house manager or the technical director. If temperatures over 65 are requested, the Renter will be assessed an additional fee to cover the cost of heating fuel.

7. Any minor in the Gallery must be supervised by an adult.
8. Each legally constituted organization (business or non-profit) renting the Gallery must have liability insurance, and must provide a copy of its insurance certificate to Chandler. Informal organizations or private individuals renting the Gallery must sign a liability waiver, agreeing in writing to hold Chandler harmless against any liability.

**Renter's Information and Agreement Sheet**

[Please copy for your records before sending this agreement to Chandler.]

Name of organization or individual \_\_\_\_\_

Annual income (only 1st-time renting organizations) \_\_\_\_\_

Contact person \_\_\_\_\_ Role \_\_\_\_\_

Business or home mailing address \_\_\_\_\_

Business or home e-mail \_\_\_\_\_

Business or home phone \_\_\_\_\_

**Brief** description of the event for outdoor marquee (name, day, time) \_\_\_\_\_

\_\_\_\_\_

Is this an income-producing event (i.e., are tickets sold, fees charged, or donations accepted)? \_\_\_\_\_

**Requested dates and times:**

1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_

**Requested rental spaces: (Please check those which apply.)**

- Music Hall
- Upper Gallery
- Lower Gallery (limited availability due to exhibits)
- Upper Kitchen

**Requested services: (Please check those which apply.)**

- Use of cushions
- Use of grand piano (Music Hall)
- Use of tables
- Use of chairs
- Use of portable stage:  At Chandler  Offsite
- Ticket sale services via our box office (728-6464)

If using Chandler's box office services, timing of ticket sales:

Month prior to event  On day of event

If using Chandler's box office services, ticket purchases by:

Cash or check only  Chandler credit card (\$1/ticket charge)

1st ticket sales date \_\_\_\_\_

\_\_\_ General admission \_\_\_ Reserved seating

**Details of rental needs: (Please be clear, so we can serve you well.)**

**Technical requirements:** (Please consult the Chandler website to see what is provided as standard lighting and sound. Then clearly detail any special lighting and sound needs here.)

\_\_\_\_\_  
\_\_\_\_\_

Setup or load-in requirements, if any, including dates/times requested:

\_\_\_\_\_  
\_\_\_\_\_

Rehearsal requirements, if any, and all dates and times requested:

\_\_\_\_\_

Additional support services requested, if any:

\_\_\_\_\_  
\_\_\_\_\_

**Information for Chandler's website**

Brief descriptive summary of event (30 words or less) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**For website, contact name, phone number, and e-mail:** \_\_\_\_\_

**For website, ticket pricing:** \_\_\_\_\_

Guidance disclosure for parents, if any: \_\_\_\_\_

**As the renter of Chandler facilities, I agree to provide a program to be submitted with Chandler's quarterly payments for music licensing fees. The additional amount due Chandler is 0.8% of the total ticket income collected. If I refuse to provide this information, my signature below constitutes my agreement to assume full responsibility and payment of all fines for any related licensing violations.**

Renter's signature \_\_\_\_\_ Date \_\_\_\_\_

or Renter's representative

\_\_\_ Please attach a copy of the renter's liability insurance certificate, if an organization; or a hold harmless agreement, if an individual. Short-term liability coverage is available from many agents, including the Holden Agency in Randolph at 802-728-4434.

**Please return this rental form as soon as possible to:**

**Chandler Center for the Arts**  
**71-73 Main Street, Randolph, Vermont 05060**  
**Box Office and Rental Manager Phone (802) 728-6464, Fax (802) 728-4612**  
**E-mail <rentals@chandler-arts.org>**