

**Chandler Center for the Arts**  
**71-73 Main Street, Randolph VT 05060**  
**Box office and rental inquiries: 802-728-6464**  
**Email: [rentals@chandler-arts.org](mailto:rentals@chandler-arts.org)**

### **Facility Usage Policies & Renter Packet**

Thank you for your interest in Chandler's facilities for your event. We are pleased to make this historic building available to individuals and organizations. The Chandler building is owned by the Town of Randolph, but operated and maintained by a small staff and large group of volunteers incorporated as Chandler Center for the Arts. Thank you for treating these facilities with care and respect.

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 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, 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. This 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 an 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. You will be invoiced after your event for the remaining portion of the rental cost, plus any personnel fees. 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, and the content of the event. Presentations that further Chandler's mission are given preference in terms of rates. Chandler's Rental Manager will provide specific rate information.

### **Music Hall and Upper Gallery Rental Rates & 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 lighting.

Heat and air conditioning as deemed necessary by Chandler management.

Normal custodial services; if extra cleaning or trash pickup is required, a fee will be charged.

A preview of the space, if desired by the Renter.

\*\*Reduced rental rates may be available for repeat renters, from whom payments are due at least monthly. Regular renters are required to go through house manager training.

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

A technical director and/or house manager, depending on the size and type of event, must always be present in the building during any rental, setup, or load-in. The stipend to the technical director is \$25 per hour with a 4-hour minimum; to a house manager, \$15 per hour with a 3-hour minimum.

A damage deposit, conditionally refundable, is required from any Renter 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 be \$25 per hour plus supplies.

## **Included in your rental**

**Pianos:** Chandler's pianos are available for your use at no cost provided that they are treated with care. Chandler has a 9' Steinway concert grand piano available for use on the stage. A Yamaha CP300 digital keyboard with weighted keys and a Kawai upright piano are available for use in any of the rental spaces. Nothing may be placed on the pianos, and the piano lids may not be used as a writing surface. Repairs for any damage to the pianos will be charged to the Renter at the cost Frederick Johnson Pianos estimates, as required. Arrangements for piano tuning will be made by Chandler if requested and will be charged to the Renter.

**Tables & chairs:** Chandler has approximately 12 6' plastic folding tables, 2 8' plastic folding tables, and 120 metal folding chairs available for your use at no cost.

**Cushions:** Chandler makes their cushions available for Upper Gallery rentals at no cost.

**Ushers:** Chandler will try to provide 2 ushers for every main hall performance. Please provide additional ushers to help hand out programs and to pick up the hall after the event.

**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 \$50 fee will be charged. The Renter may use Chandler's dishes, cups, silverware, and coffee urns provided that they are washed, dried, and put away before the Renter leaves. The Renter must provide its own expendable supplies (coffee and tea, coffee filters, sugar, creamer, etc, and disposable plates, cups, napkins, and silverware). Leftover food must be removed at the end of your event. A fee will be charged if Chandler staff must clean up the kitchen after your event.

**Technical lighting and sound:** Chandler's light plot will serve most purposes, and its sound equipment in the main hall will usually be sufficient. (See our website for details of what equipment is available.) Use of Chandler's lighting and sound equipment is included in your rental but will incur technical director fees for operation. 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.

Renters are welcome to bring their own lighting or sound equipment, provided it is independent and does not need to attach to or tap into Chandler's equipment.

**Portable stage:** Chandler's portable staging is available for events in the Upper Gallery.

**Projector and screen:** Rental of the Upper Gallery includes use of our ceiling-mounted projector and screen if requested, at no cost. Please note that there is not sound equipment installed, if speakers are required you will incur technical director fees to cover setup. Please contact us with your computer specifications to be sure that you will be able to connect to our projector.

For technical lighting and sound, portable stage, and projector and screen, Chandler's technical director will determine crew needs and estimate additional charges accordingly.

## **Not included in your rental**

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

- To staff the box office beginning an hour before the event begins: \$150 per event.
- To take phone reservations before the event: \$75 per month + \$150 for night-of support
- For use of Chandler's credit-card acceptance capability: 3% of total credit card charges

**Event publicity:** Renters are responsible for their own publicity. Chandler does not sell its mailing list. Renters must provide Chandler a copy of any publicity materials before they are distributed, in order to ensure the accuracy of Chandler information.

Once a rental is confirmed and deposit secured, information about the event may be added to Chandler's website, if the Renter provides copy. Additionally, information about the event may be added to Chandler's electronic marquee, if the Renter provides copy.

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

## **General Rules and Regulations for Use of Chandler Facilities**

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.
2. Alcoholic beverages are prohibited 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. There is a designated smoking area between Chandler and the Laundromat.
4. No trash may be left in the auditorium or on stage after rehearsals, load-ins or setups.
5. All Chandler equipment must be returned to where the Renter found it before the Renter leaves.
6. Absolutely NO push pins, tacks, nails, or duct tape may be used anywhere in the building. If it is necessary to affix things onto brick, wood, or metal surfaces, only removable adhesive putty may be used. Nothing may be stuck onto any painted surface.
7. 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.
8. No one is allowed into the lighting grid, catwalk, or Genie lift without express permission from the technical director. Permission applies ONLY when the technical director is present.
9. Each legally constituted organization (business or non-profit) renting Chandler facilities must have liability insurance, and must provide a copy of its insurance certificate to Chandler. Informal organizations or private individuals renting Chandler must sign a liability waiver, agreeing in writing to hold Chandler harmless against any liability. Short-term liability coverage is available from Kinney Pike Insurance in Randolph, 802-728-4434
10. During the time the rental is in effect, Chandler is not responsible for any Renter 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. Any minor in the building must be supervised by an adult.