



WESTPORT, CONNECTICUT

GORDON F. JOSELOFF
First Selectman

POLICY FOR RENTAL OF WESTPORT TOWN HALL AUDITORIUM

The auditorium is available for use by non-profit groups Friday evening, Saturday and Sunday (day and evening). The maximum capacity is 296. It may be reserved up to a year in advance if accompanied by a \$100 deposit. Any non-profit group or organization wishing to rent the auditorium for more than three (3) consecutive weekends will be required to enter into a Lease Agreement with the Town of Westport. The attached application for such use must be submitted to the Office of the First Selectman for approval.

The following fee schedule has been approved by the Board of Selectmen:

- \$25.00 per hour (four hour block of time minimum)
- \$25.00 for each additional hour or portion of an hour

Payment of \$100 for the four hour minimum block of time must accompany the *Request for Use Form*.

Arrangements will be made for a Town Hall custodian to be in attendance one-half (1/2) hour before the event until one (1) hour after the event for cleaning and closing the Town Hall. The custodian fee will vary according to the hourly rate currently paid to the individual custodian.

- **Friday:** Any overtime incurred by the custodian will be the responsibility of the renting organization
- **Saturday:** \$28.90 - \$33.45 per hour
- **Sunday:** \$38.52 - \$44.60 per hour

The bills for custodial and additional time beyond the first four (4) hour block will be submitted by mail immediately following the event and must be paid within five (5) days.

A Certificate of Insurance in the amount of \$1,000,000, combined Single Limit Liability for Bodily Injury and Property Damage is required. This may be obtained from your insurance agency and must be provided before approval of reservation request. The Town of Westport must be named as "Insured" on Insurance Certificate for time auditorium is rented.

TOWN OF WESTPORT

REGULATIONS FOR USE OF TOWN HALL AUDITORIUM

The following rules and regulations apply to all individuals and organizations using the Town Hall Auditorium:

- NO ALCOHOLIC BEVERAGES are to be consumed in or brought into the Town Hall grounds by any person or group at any time, for any activity whatsoever.
- SMOKING is not permitted in the building.
- NO FOOD OR BEVERAGE MAY BE TAKEN INTO THE AUDITORIUM AT ANY TIME.
- Arrangements must be made in writing to the First Selectman's Office for audio-visual and other equipment needs, which will be forwarded to the Public Works Department.

REQUEST FOR USE OF WESTPORT TOWN HALL AUDITORIUM

NAME OF APPLICANT: _____

PHONE NUMBER: _____

E-MAIL: _____

NAME OF ORGANIZATION: _____

DATE AUDITORIUM NEEDED | HOURS NEEDED: _____

TIME OF EVENT: _____

ANTICIPATED ATTENDANCE: _____

USE OF LOBBY (Provide details): _____

- PODIUM:** _____
- TABLES:** _____ 8 FT _____ 3 FT
- FOLDING CHAIRS:** _____
- PUBLIC ADDRESS SYSTEM:** _____
- PROJECTION:** _____
- OTHER (SPECIFY):** _____

**ARRANGEMENTS FOR ABOVE EQUIPMENT SHOULD BE CONFIRMED WITH THE
SELECTMAN'S OFFICE**

We (I) have read the attached policy, rules and regulations relating to the use of the Town Hall Auditorium and agree to abide by these policies, rules and regulations.

SIGNATURE: _____

TITLE: _____

ORGANIZATION: _____

DATE: _____