



Town of Clinton  
54 East Main Street  
Clinton, Connecticut 06413

This form is to be completed by any person or group requesting the use of the Andrews Memorial Town Hall Auditorium or for a performance of any kind. Please acknowledge the following requirements by initialing each item and signing at the end of this document.

\_\_\_\_\_ 1. A security deposit is required in advance. \$150.00 deposit for piano recitals and/or similar events and \$300.00 deposit for theatrical productions. All props, scenery, trash, etc. generated by your use of the Auditorium are to be removed when you leave. The trash is to be removed from the Town Hall and from the grounds.

If our custodial staff is required to spend time cleaning up after your performance, a charge of \$35.00 per person per hour will be deducted from your security deposit.

\_\_\_\_\_ 2. The Building Official (860-669-9118) must inspect each set or any lighting/sound equipment brought in or change in seating arrangements.

\_\_\_\_\_ 3. The Fire Marshal (860-669-1094) must inspect each set or any lighting/sound equipment brought in or change in seating arrangements.

At the discretion of the Fire Marshal, one or more uniformed fire personnel may be required to be on-duty. The present charge for this service is \$14.00 per person per hour, starting thirty minutes before the performance is scheduled to start, and continuing until the end of the performance and until the crowd thins out. A separate bill will be sent to you for this service, and should be paid promptly with individual checks made out to the individual fire personnel.

\_\_\_\_\_ 4. Thirty-five dollars an hour (\$35.00/hour) is charged for custodial time on Fridays after 5 p.m., weekends, holidays or after 11:00 p.m. on weeknights.

\_\_\_\_\_ 5. There is a charge of \$40.00/\$50.00 for rehearsals and set construction and \$100.00 for each performance. **Anytime you have the stage occupied and unusable due to your equipment, sets, etc. you will be charged \$40.00/\$50.00 per day, even if you do not have a rehearsal or performance.** These charges include air

conditioning and heat as needed.

6. Other charges for use of the Town Hall include:

Room	Civic Group Rate	Commercial Rate
Green Room	\$35.00	\$45.00
Rose Room	\$30.00	\$40.00
Kitchen (coffee)	\$15.00	\$25.00
Kitchen (meal)	\$25.00	\$35.00
Auditorium Rehearsal	\$40.00	\$50.00
Auditorium Performance	\$100.00	\$110.00
Lower Lobby	\$20.00	\$30.00

7. A Certificate of Insurance, naming the Town of Clinton as "Co-Insured" (Not "Certificate Holder") is required, with a \$500,000 minimum.

8. Maximum Occupancy:

- Green Room: 300
- Rose Room: 147
- Auditorium: 380-452

(This number depends upon the need for removal of chairs for lighting equipment, sound equipment, orchestra seating and set construction. Allowance should be made for wheelchairs.)

9. There is to be no food or drinks in the auditorium.

In addition, the Clinton Fire Marshal has set forth the following Fire Safety Rules:

- At no time will exit stairs, doors, or passageways be locked, blocked or made unusable while the auditorium is occupied by any number of persons.
- All electrical lighting and associated wiring will be in accordance with the National Electrical Code and such wiring will not be allowed across egress to the exits.
- All seating will be fixed and no loose seats will be allowed.
- The number of persons in the audience for any performance will not exceed the number of fixed seats in the auditorium.
- No open flame will be allowed on the stage nor will the use of flammable stage sets or decorations be allowed.
- Before the start of any performance the "Emergency Exit" announcement shall be made.
- The Fire Marshal is available to answer any questions you might have and will inspect the auditorium, stage and exits before the date of performance. (860-669-1094 [Office] and 860-669-7385 [Evenings])

I, the undersigned, understand and agree to the above requirements.

Name (Please Print): \_\_\_\_\_

Organization/Business: \_\_\_\_\_

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

Daytime Telephone #: \_\_\_\_\_

Evening Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_