

***BOARD OF ADMINISTRATION
PATRONS OF THE ASSEMBLY THEATRE
BURRILLVILLE TOWN BUILDINGS
APPLICATION FOR RENTAL***

ASSEMBLY THEATER LEGION HALL ASSEMBLY GROUNDS

Please check appropriate box

TODAY'S DATE:
NAME OF APPLICANT:
DBA:
ADDRESS:
PHONE NO(S):
EMAIL ADDRESS:
RENTAL DATE(S)/TIME(S):
(Please enter the exact time(s) you will need access to the property including setup and breakdown.)
Performances
TYPE OF EVENT: (Please include details and an estimate of attendees. Provide a layout if the Assembly Grounds is the venue.)
SIGNATURE OF APPLICANT:

Board of Administration

Burrillville Town Buildings

PO Box 502

Harrisville, RI 02830

401-568-4300 ext. 137

THE ASSEMBLY THEATRE

Patrons of the Assembly Rental Agreement

assemblyact@gmail.com

Any individual(s), group or organization wishing to rent the Assembly Theatre must submit the following at the time of booking:

- Assembly Theatre Application for Rental (must include exact dates/times requested)
- Assembly Theatre Rental Agreement (must be signed by the applicant and BOA Chairman or a designated representative of the Board)
- Proof of liability insurance in an amount sufficient to the size of the event

The Board of Administration must approve all Assembly Theatre Rental Requests.

The Board of Administration reserves the right to negotiate rental fees or donate the facility for special events. A cleaning fee of \$75.00 may be charged.

The Board of Administration is the sole administrator of the Theatre and the theatre cannot be sublet.

The Board of Administration reserves the right to require the presence of a police and/or fire detail at the expense of the applicant.

It is the Board of Administration's policy to have its designated representative present to supervise the use of the facility. This can include a member(s) of the Patrons of the Assembly as a designee(s).

As required by the Levy Trust, the Board is responsible for all building and ground improvements including maintenance. All suggested building/grounds improvements must be submitted to the Board for approval. All approved improvements shall be supervised solely by the Board or a staff member.

As required by the Harrisville Fire Dept., the "SELF INSPECTION CHECKLIST" must be done and understood for each event. Prior to each event, an announcement must be made to the audience as required.

No Smoking

***Please, read carefully and initial your understanding of this policy: _____**

SMOKING IS NOT ALLOWED WITHIN THE ASSEMBLY THEATRE.

THE CONSUMPTION OF ALCOHOL WITHIN THE THEATRE OR ON THE GROUNDS IS RESTRICTED, UNLESS PURCHASED FROM A DUELY LICENSED VENDOR. Failure to adhere to the no smoking/alcoholic beverages policy will prohibit use of the Theatre and/or grounds.

Food/Beverage Policy:

***Please read carefully and initial your understanding of this policy: _____**

During rehearsals, refreshments may only be consumed in the Dressing Rooms. During performances, refreshments may be consumed in the seating area, lobby or outside the Theatre.

***Please, enforce this policy during your use of the Theatre.**

Trash/Recycling Policy:

***Please read carefully and initial your understanding of this policy: _____**

In accordance with Town of Burrillville policy, all clean trash and recycles MUST be placed in the appropriate receptacles, which are provided inside the Theatre. In the case of food items, garbage, these items must be bagged and discarded in the dumpster outside the theatre at the end of the event.

Restrictions:

Without receiving prior permission, the following restrictions will be enforced:

- There shall be no alterations to the building or equipment.
- There shall be no structures of any kind (tents, food concessions, etc.) erected without the approval of the Board of Administration.
- There is no access to the Boiler Room.
- There is no access allowed to any of the electrical panels without BOA authorization.
- There is no access allowed to any of the thermostats without BOA authorization.
- The Theatre has established a “Restore the House” policy. If there are any needed temporary additions to sound, lighting etc. for the purpose of any performance. ALL equipment, hardware, electrical, lighting and furniture shall be returned to its place as found. Failure to comply with this policy, applicant may be back charged for the labor to accomplish that task.
- The Board of Administration is not responsible for any personal property left in the Assembly Theatre.

This entire Agreement consists of two (2) pages. By affixing their signatures on this written agreement, the parties acknowledge that they understand and agree to all the terms contained herein. A copy of this agreement shall be given to the applicant/renter.

Signature of Applicant/Renter

Date:

Signature of Board of Administration Representative or

Date:

**BOARD OF ADMINISTRATION
BURRILLVILLE TOWN BUILDINGS
PO BOX 502
HARRISVILLE, RI 02830
(401) 568-4300 ext. 137**

**AMERICAN LEGION HALL
Rental Agreement**

Any individual(s), group or organization wishing to rent the American Legion Hall must submit the following:

- Legion Hall Application for Rental (must be completed and signed by the applicant)
- Legion Hall Rental Agreement (must be signed by the applicant and Board representative)
- Payment in full of the total rental fee (The Board accepts cash or checks for payment)
- The rental fee is **\$20.00** per hour.
- There is a **\$25.00** refundable key deposit
- Should the rental clean up policy not be adhered to, there is an additional non-refundable janitorial fee assessment of **\$50.00**, which is payable to the Board of Administration.

Checks should be made payable to: **Board of Administration**

The Board of Administration reserves the right to negotiate rental fees for special events.

- The Board will be responsible for all outside maintenance including snow removal and/or ice treatments.
- There are 6 tables and 40 chairs provided for use in the Legion Hall.

Restrictions:

- The maximum capacity of occupants shall not exceed thirty-nine (39) persons, consistent with current State Fire Code.
- There shall be no alterations to the interior or exterior of the building, furnishings or any equipment without a written request and approval by the Board of Administration.

No Alcohol/No Smoking Policy:

***Please read carefully and initial your understanding of this policy: _____**

ABSOLUTELY NO SMOKING AND NO ALCOHOLIC BEVERAGES ARE ALLOWED WITHIN THE LEGION HALL. NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE GROUNDS OF THE LEGION HALL. Failure to adhere to the No Smoking/No Alcoholic Beverages Policy will prohibit further use of the Legion Hall.

Rental Clean Up Policy:

***Please read carefully and initial your understanding of this policy: _____**

All tables and chairs must be wiped clean after use and returned to the storage area. The kitchen counters, stove and microwave must be wiped clean. All trash must be bagged, tied and placed in the trash container located outside the back door of the Legion Hall. Recycle materials must be placed in the recycle container also located outside the back door. The floor must also be swept. **If these terms of the Legion Hall Rental Agreement are not met, the Board of Administration reserves the right**

to have the hall professionally cleaned and the renter shall reimburse the Board for the costs associated.

The Board of Administration is not responsible for any personal property left in the Legion Hall.

This entire Agreement consists of two (2) pages. By affixing their signatures on this written agreement, the parties acknowledge that they understand and agree to all the terms contained herein. A copy of this agreement shall be given to the applicant/renter.

Signature of Applicant/Renter

Date: _____

Signature of Representative of the
Board of Administration

Date: _____