

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

APPLICATION FOR RENTAL

ASSEMBLY THEATRE 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.)
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

info@patronsofassembly.org

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 will 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 Policy:

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

SMOKING IS NOT ALLOWED WITHIN THE ASSEMBLY THEATRE.

Alcohol Policy:

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

THE CONSUMPTION OF ALCOHOL WITHIN THE THEATRE OR ON THE GROUNDS IS RESTRICTED, UNLESS PURCHASED FROM A DULY 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:

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.
- Do not turn off the dehumidifiers located in the dressing rooms. These must remain on at all times.
- 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

Date: _____

Board of Administration

Burrillville Town Buildings
PO Box 502
Harrisville, RI 02830
Telephone: (401) 568-4300 ext. 137

THE ASSEMBLY THEATRE
Grounds Rental Agreement
info@patronsofassembly.org

Any person, group or organization requesting to utilize/rent the Assembly Grounds must submit the following at the time of booking:

- Application for Rental, check off “Grounds” (must be completed and signed by the applicant)
- Assembly Grounds Rental Terms/Agreement (signed by the applicant and Board of Administration representative)
- Proof of liability insurance in an amount sufficient to the size of the event
- Proposed layout plan for the event
- Security deposit in the amount of \$100.00

The Board of Administration must approve all rental requests.

The following fees apply:

1. \$ 50.00 for setup (one day set-up, the day prior to the event)
2. \$200.00 for each day
3. \$100.00 security deposit

The Board reserves the right to negotiate rental fees or donate the Grounds for special events.

The security deposit will be refunded if there are no extraordinary cleanup charges or damage to the premises. Payment of the invoice is due in full prior to the date of the event.

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

RESTRICTIONS

- As required by the Levy Trust, the Board of Administration is responsible for all building and ground improvements including maintenance. All suggested grounds improvements must be submitted to the Board for approval. All approved improvements shall be supervised solely by the Board or a Staff Member.
- There shall be no structures of any kind (tents, food concessions, etc.) erected without prior approval by the Board.

Board of Administration
Assembly Grounds Rental Agreement
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Please read carefully and initial your understanding of this policy: _____

THE CONSUMPTION OF ALCOHOL ON THE GROUNDS IS RESTRICTED UNLESS PURCHASED FROM A DULY LICENSED VENDOR. Failure to adhere to this policy will prohibit further use of the Assembly Grounds.

Trash/Recycling Policy:

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

In accordance with the Town of Burrillville policy, all clean trash and recycling **MUST** be placed in the appropriate receptacles. In the case of food items and any garbage, these items must be bagged and discarded in the dumpster at the end of the event.

The Board of Administration is not responsible for any personal property left on the Assembly Grounds.

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 terms contained herein. A copy of this agreement shall be given to the Applicant.

Signature of Applicant

Date

Signature of Board of Administration Representative

Date

Revised: December 2023
Approved: December 12, 2023