



TOWN OF FAIRHAVEN

FAIRHAVEN TOWN HALL AUDITORIUM RULES AND REGULATIONS

The Fairhaven Town Hall Auditorium (the “Auditorium”) is available to non-profit, civic, charitable and governmental organizations for cultural or educational purposes, and for private events¹, but not for the purpose of partisan use to influence elections for office or ballot questions. However, Town government’s (the “Town”) programs and functions will have first priority in the scheduling of events in the Auditorium. Otherwise, the Auditorium will be reserved on a first come first served basis.

The following rules and regulations must be observed in the use of the Auditorium:

1. All requests for use of the Auditorium must be submitted to the Board of Selectmen (the “Selectmen”) on the Application for Auditorium Use form at least 45 days in advance of the requested event date.
2. The applicant is required to sign and complete the Auditorium License Application ,the Release and Indemnification Agreement, and an acknowledgement that they have read, understood and agreed to comply with these rules and regulations
3. Nothing shall be sold, given, exhibited, advertised or displayed without prior permission of the Selectmen.
4. Use of the Auditorium shall be limited to the hours of 8:00a.m. to midnight and no event may extend beyond 12 midnight or be held on any other day unless permission is granted by the Selectmen.
5. No scenery shall be installed that is nailed or otherwise attached to any floors or walls of the stage or Auditorium. Set pieces, platforms, etc. must be free-standing or hung from overhead grid. No decorations may be stapled, tacked or tied to any Auditorium walls of fixtures. No walls or floors of the stage may be painted or otherwise altered. No scenery shall be installed that blocks safe access to stage or Auditorium doors or fire exits. If scenery or backdrop curtains, teasers, side legs, etc. are hung from overhead grid, all such materials must be removed following the production, and the Auditorium’s drops, curtains, etc. must be re-hung in the correct positions. All scenery materials, curtain fabrics and decorations must meet fireproof or flame retardancy regulations of Massachusetts and/or Federal and/or local code. All such materials may be subject to inspection and approval, and any such installation may be subject to inspection. Under no circumstances shall scenery or other property of a using organization be stored in the Auditorium without

¹ Private Events are defined as those functions that are closed to the general public and an admission fee is not charged. It includes such events as weddings, reunions, and birthday/anniversary parties. Use of the auditorium by private parties for the purpose of selling services and/or products is not permitted.

express permission, and in no event when such storage will interfere in the use of the Auditorium by the Town. All scenery and electrical equipment and any equipment supplying light, sound, atmospheric, i.e., water based fog machines, or similar effects must be inspected and approved by the Chief of the Fire Department and the Building Inspector or their designees prior to the use of the stage or Auditorium. Pyrotechnic displays or artificial smoke of any sort are strictly prohibited.

6. The applicant shall be held responsible for the preservation of order and shall secure all licenses and permits require for public performances, including the provision for a police detail if required by the Selectmen or the Chief of Police and food preparation and serving licenses as required by the Board of Health. Unless waived by the Board of Selectmen, Police details shall be required at all events to be attended by two hundred or more persons, all events serving alcoholic beverages, and any other events which the Selectmen determine to require a police officer to maintain public order and safety. The applicant is responsible for the cost of police security. The applicant shall be required to provide liability insurance coverage and rented property insurance coverage, each in the amount of not less than \$1,000,000, naming the town as additional insured. Proof of coverage must be provided to the Town Administrator at least seven days prior to the date of the scheduled event.
7. Consumption of Alcoholic Beverages in the Auditorium may be allowed by the Board of Selectmen under the following provisions: If the applicant intends to sell alcoholic beverages at the event, the applicant must apply for and be granted a Special "one day" license pursuant to M.G.L. Chapter 138, Section 14 and the Rules and Regulations for Special "one day" licenses of the Board of Selectmen's, acting in their capacity as the Local Licensing Authority. If the applicant intends to serve alcoholic beverages but not charge for them, the applicant must obtain a special events insurance policy that provides for liquor liability coverage in the amount of not less than \$1,000,000 and that names the Town as an additional insured. Proof of coverage must be provided to the Town Administrator at least seven days prior to the date of the scheduled event.
8. Consumption of Marijuana in any form or manner is prohibited.
9. A custodian will be required to be on duty during the event and thirty minutes prior to and following the event. The applicant is responsible for the cost of custodial services at the prevailing rate.)
10. Unless waived by the Board of Selectmen, the applicant is responsible for paying in advance at least seven days prior to the event, an Auditorium Use Fee at a rate of \$50 per hour with a minimum of three (3) hours per event for non-profit, civic, charitable and governmental organizations for cultural or educational purposes and \$150 per hour with a minimum of three hours per event for private events, plus the cost of custodial services as determined by the Town Administrator
11. A refundable security deposit in the form of a certified check made out the Town of Fairhaven and in the amount of the total rental fee shall be submitted at least seven days prior to event. (if the rental fee is waived by the Town, the security deposit shall be equal to the amount of the rental fee if the fee had not been waived) The Town, at its sole discretion, may deduct from this security deposit any and all funds necessary to make repairs or clean the facility including the cost of custodial services not paid for by the

applicant. The providing of a security deposit does not reduce, lessen or remove any obligation the applicant may have under the Release and Indemnification Agreement.

12. Applicant is responsible for delivery, pick-up and rental of additional chairs and tables if required. The Auditorium is to be swept clean and all trash removed after use. The set-up and break-down of chairs and tables and clean-up by the custodian will be an additional charge at a rate of \$10 per hour (in addition the prevailing rate provided for in Section 7) and must be pre-arranged at least 48 hours in advance of the event. Restrooms are to be left clean after use.
13. No smoking is permitted within the Town Hall or within 15 ft. of the primary entrance of the building.
14. The event is limited to the occupancy limit as determined by the event and as approved by the Building Commissioner.
15. Only the preparation of light refreshments involving no cooking will be permitted in Auditorium area. Water is available for use in preparing coffee or tea. Any group serving refreshments must provide their own dishes, utensils, linens, etc.
16. The custodian is responsible for the opening and closing of the Town Hall.
17. The Board of Selectmen reserves the right to revoke permission to use the Auditorium for an applicant's non-compliance with the Rules and Regulations. The Selectmen reserve the right to waive any or all fees under these Rules and Regulations when it is in the public interest to do so.

ADOPTED BY THE FAIRHAVEN BOARD OF SELECTMEN – January 9, 2017