



Burlington City Arts
135 Church Street
Burlington VT, 05401

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CONTOIS AUDITORIUM INFORMATION

Contois Auditorium is available for public and private use. It is located within City Hall at 149 Church Street.

FEE STRUCTURE:

- A \$50 Administrative/Booking fee for all uses.
- HOURLY RATES:

Simple Use: Meetings without projections or other non-technical uses of the space.	Monday-Friday from 8am to 9pm	\$20/hr (<i>\$18 non-profit</i>)
	Monday-Friday from 9pm to 12am; Saturday, Sunday or City Holiday from 8am to 12am	\$54/hr, two hour minimum (<i>\$43.20 non-profit</i>)
Standard Use: Events and meetings with projections, complicated audio, catering or other uses where you would want event staff on hand.	Monday-Friday from 8am to 9pm	\$50/hr (<i>\$40 non-profit</i>)
	Monday-Friday from 9pm to 12am; Saturday, Sunday or City Holiday from 8am to 12am	\$65/hr, two hour minimum (<i>\$52 non-profit</i>)
Complex Use: Concerts, rallies, other events with production elements or catering where you would want technical staff on hand.	Monday-Sunday from 8am to 12am	\$100/hr, two hour minimum (<i>\$80 non-profit</i>) Client is required to hire licensed security personnel.

- All rates are discounted by 20% for non-profit groups.
- All fees are due prior to your event.
- We accept checks or credit cards.

REQUIRED INSURANCE COVERAGE:

Any event in Contois Auditorium requires a Certificate of Insurance that meets the following requirements:

Commercial General Liability: \$1,000,000 each occurrence/\$2,000,000 aggregate.

Property Damage: \$1,000,000 each occurrence/\$2,000,000 aggregate.

Workers Compensation and Employer's Liability Insurance (if applicable)

Certificate must name the City of Burlington as additionally insured.

The certificate must note the date of the event and the location (i.e. Contois Auditorium).

RENTAL TERMS:

- 1.** Because City Hall is an active office building, all events during business hours will be approved at the discretion of the Event Manager.
- 2.** No reoccurring events or series are permitted. The maximum number of consecutive weekend bookings (Friday-Sunday) one production or producer can book is three.
- 3.** At no time can any event block or impede the public's access to City Hall. Additionally, sustained loud volumes are not permitted during business hours. Subject to the Event Manager's discretion.
- 4.** Advertisements or notices to the public of events held in Contois Auditorium must indicate that programs are handicap accessible as in the following statement:
Programs and activities held in facilities of the City of Burlington are accessible to people with disabilities. For information or to request accommodations, call (802) 865-7019 or (802) 253-0195 VT Relay Service.
City Hall is equipped with a hearing assisted sound system that must be available for every public event and must be signed out. If the User receives a request for this accommodation, call (802) 865-7019 at least 72 hours prior to the event to request the use of the system. The House Manager will set up the system, but it must be secured during and after the performance and returned to the House Manager. All other accommodation requests are the responsibility of the User (interpreters, large print materials, etc).
- 5.** Banners may be displayed on the banister of the stairs outside City Hall (Church Street side) provided they are professionally produced, no larger than 3'x 6' and tied neatly—not taped—to the railing no more than two (2) days prior to the performance and removed immediately after the performance. When more than one client has events within two (2) days, the banners will be hung in order of events and changed immediately following the preceding event.
- 6.** No open flame is allowed anywhere in the building, including smoking and candles.
- 7.** The serving or consuming of alcohol is not permitted without prior permission from the city's Chief Administrative Officer, contacted at 802.865.7012. Even with this approval, a licensed bar service that meets the City's insurance requirements must be used.
- 8.** Care must be taken when food or beverages are consumed inside the Contois Auditorium. If the council tables are used for food, you cannot put hot plates or pans directly on the tables.
- 9.** No tape, nails, tacks, pins, etc. may be used on any surfaces within the building, including all window curtains and stage draperies. No painting is allowed within City Hall, including set pieces on stage.
- 10.** The artwork displayed in the hallways outside of the Auditorium may not be moved or displaced.
- 11.** Events that involve client supplied sound systems, lighting systems or rigging of pipes and elements on stage must be coordinated in advance and discussed. Contois is not a ready-to-go presenting venue and care must be taken for safety considerations. No complex production may move forward without prior discussion and agreed upon plans for the safe execution of an event.
- 12.** It is your and your vendors' responsibility to leave the facility in the condition in which it was found. This includes making sure all decorations, flowers, food, etc. are removed. BCA is not responsible for loss or damage to items left unattended. In addition, you are responsible for the cost of repairing or replacing any piece of City property damaged during your event or setup/tear down done by you, your vendors, and/or your guests. A clean-up fee of \$250 will be charged if the building is deemed beyond normal wear and tear by the City of Burlington's maintenance/event staff.
- 13.** Comply with all applicable federal, state, and local laws.
- 14.** Assume responsibility for ensuring the safety and well being of your vendors and guests. Release, defend and indemnify the City of Burlington, its employees, agents and representatives from any liability for any type of claim for personal injury, wrongful death or property damage, or for the loss or theft of personal property relating to the location of the event at Contois Auditorium and City Hall. This release and indemnification by the User shall include any such claims that may be made by the User, its employees or agents, or participants, patrons or attendants at the User's event. For purposes of this Agreement, the term Contois Auditorium shall include the hall, stage, balcony, kitchen, lobbies, hallways, elevator, all rooms, restrooms, the entrances and exits, including the interior and exterior stairways and any other portion of the facility.

ROOM CAPACITIES:

The legal occupancy limit for Contois is 332 people, distributed with 161 on the floor of Contois and 171 in the balcony. The room has 150 folding chairs that can be set up on the floor. The balcony has installed seating that can accommodate 168 people. It is imperative that these seating capacities are followed.

FACILITY EQUIPMENT:

A Contois rental can include:

- Up to 150 folding chairs
- 10 folding tables (6'x2.5')
- Wooden 'Horseshoe Table' (City Council table)
- Basic room lights (no stage lighting)
- Basic sound system with up to 8 wired microphones (suitable for speech, but not live music)
- Projection Screen
- Podium

With added expense:

- Projector (InFocus IN5312, 4500 lumens, 1024x768, dual lamp) with wireless connectivity

RESTROOMS:

Public restrooms are located on the first floor. They can be accessed via the elevator or by going outside and re-entering via the east Church Street doors. They are available any hour that Contois is rented.

CITY HALL STEPS:

The outside steps to City Hall can be used for public events. However, if the Church Street side of the building is used, the Marketplace must be contacted at 863-1648 and use may be conditioned on compliance with Marketplace conditions. For use of the Park side of the building, Parks and Recreation must be contacted at 864-0123 and use may be conditioned on compliance with Parks conditions. City Hall can provide up to 20 amps of power to either set of steps, provided that there is not a show performing in Contois at the same time. Fees:

Monday-Friday, 8am to 9pm: \$10/hr with a minimum of two (2) hours

Saturday-Sunday or holidays, 8am to 9pm: \$44/hr with a minimum of two (2) hours

FACILITY RESTORATION FEES:

A facility restoration fee for all ticketed events held at the Contois is in effect starting July 1, 1994 and amended September 22, 1997 and cannot be waived. All ticketed events scheduled should include this fee: (This includes suggested donations.) The damage deposit will be held pending collection of restoration fees.

TICKET PRICERESTORATION FEE

Less than \$5.00

No fee per ticket if total receipts are \$400 or less. If total ticket receipts, admission fees, or participation fees exceed \$400 then restoration fee shall be 5% of total receipts.

\$5.00 - \$11.99

\$.50 per ticket

\$12.00 and greater

\$1.00 per ticket

TO RESERVE CONTOIS:

- With the BCA Event & Production Manager, verify that a date is available
- Sign and return a Rental Agreement
- Complete and return an Event Setup Form
- Submit a Certificate of Insurance that meets the City's requirements
- Pay a deposit (50% of rental, plus the \$50 admin fee.) A second payment is due at the time of your event.

