CITY AUDITORIUM REGULATIONS

1.Rental fees: see attached schedule.

2. A performance is any show or program that charges a fee or exceeds 100 non-performers in the audience.
Example: A group has two shows on one day; they will be billed for two performances (full venue).

3. Dress rehearsals are considered to be a regular performance when attendance exceeds 100 non-performers or when an admission is charged.

4. **The Lessee shall name the "The City of Concord as additionally insured"** to indemnify and hold the City of Concord harmless for persons and property resulting from the use of the City Auditorium by the Lessee. The Lessee shall also, at its own expense, provide the City with a Certificate of Liability Insurance against accidents with limits of no less than $1,000,000.00 combined single limit coverage.
This certificate must state under the description: "The City of Concord is additionally insured."
It must be delivered to the Parks and Recreation Department before the rental date will be confirmed.

5. The Lessee agrees to obtain all necessary copyright licenses and to defend the City against all claims arising because of its failure to do so, and the renter further agrees to hold the City harmless from all loss, liability, damage and expense, including reasonable counsel fees, for which the City may become liable because of the failure of the renter to acquire a copyright license. The Auditorium is covered by the ASCAP license of the City of Concord.

6. The Parks and Recreation Department may contact the Concord Police Department to determine whether and officer will be needed in attendance on the nights of the performances. If it is determined that a Police Officer be in attendance, the Lessee will assume such cost. First time users are required to pay in advance for police services. Payment must be made by certified check one week prior to the use of the Auditorium.

7. The Lessee shall be responsible for the operation of the Auditorium during the contact period. The Lessee shall provide a certified House Manager who will be responsible for the operation of the house during each performance.

8. The Mason and Hamlin Grand Piano is not to be removed from the stage for any reason. The upright pianos in the orchestra pit and the reception lobby are not to be moved for any reason. The Lessee is responsible for the tuning of the pianos prior to their performances.

9. General stage and house lighting are controlled by the Unison box system. There are four Unison boxes in the building. The show lighting is controlled from the ETC light board in the tech booth and must be operated by an approved Stage Electrician. The Stage Electrician should operate circuit boxes located in both lobbies and backstage.

10. The Lessee is responsible for scheduling pre and post inspections with the Parks and Recreation Department before moving into or out of the Auditorium. Call 603-225-8690 between 8:00 AM and 4:30 PM to set up a time. Pre and Post inspections scheduled on a weekend will cost $68.00 per inspection.
If two scheduled users are able to schedule their inspections concurrently, then each user will be billed one-half the cost.
If, after the inspection of the Auditorium by the Lessee and assigned person from Parks and Recreation Department, it is determined that eh Auditorium has not been properly cleaned or that physical damage has occurred, money for the costs incurred will be deducted from the clean-up/damage deposit. Any additional cost incurred will be billed to the Lessee.

11. There will be a 1 ½% finance charge for any rental that is not paid within 30 days of the invoice. For any booking that has an outstanding balance for over 90 days, the City of Concord has the option to cancel future bookings until the account is paid in full.

12. All equipment, props, etc., owned by the Lessee must be removed from the premises the evening of the last performance unless other arrangements have been made with the Park and Recreation Department.

13. The following are not permitted in any area of the Auditorium: smoking, , Sterno, and loose glitter. Food and beverages may be sold in the lobby, but are not permitted in the seating are. Pyrotecnics and open flames, i.e., candles, are not permitted in any part of the building.
THESE RULES WILL BE STRICTLY ENFORCED.

14. Alcoholic beverages may be served in the lobby area. A special permit to serve alcohol must be obtained through Community Development and Code Services at 225-8580 before your event.

15. No objects are to be fastened to the stage curtains, and they are not to be tied back, lowered or removed unless permission is obtained and work performed by the Parks and Recreation Department. No objects are to be hung from the sprinkler pipes or fastened to the stage floor. Nothing is to be attached to the stained glass windows in the Reception Lobby.

16. The seating capacity of the Auditorium is 835-841, with seats reserved for the ushers and wheelchairs, to use throughout the Auditorium.

17. Facility modifications are prohibited. i.e., removal of seats, pipe railing, etc. User groups are prohibited from painting the stage any color except flat black
.
18. Sound levels cannot exceed 95 db. A sound meter is available through the Friends of the Auditorium.

18a. The Bose System has an annual fee of $50.00 paid to the Friends of the Audi, P.O. Box 652, Concord, NH 03301.

19. Confirmation by the renter is required 120 days prior. First time user fee must be fully paid upon reserving the facility.

20. For the theater, a cancellation fee will be charged for any cancellation from 120 to 90 days prior to scheduled event in the amount of 10% of the full charge; from 89 to 30 days 40% of the full charge; 29 days to 10 days 75% of full charge; nine days or less 100% of full charge.

21. Cancellation fee for the lobby will be forfeiture of the full charge of the lobby fee if no other lobby rental is made for that time and date.

22. A rehearsal may be bumped by an on-stage performance. The rehearsal date can be held if the client is willing to pay the rate of the performance being booked.

I have reviewed the above rules and regulations and will comply with all stipulations.

_____	_____	_____
Signature	Organization	Date

Fees

Renting fees for the Audi

The auditorium is available for rent. Potential users begin by completing an information request form and reviewing the regulations and conditions to ensure the auditorium fits as a good venue for the proposed event. The theatre and lobby are both available for rent either together or individually. Users are responsible for hiring a city-certified stage electrician and house manager to work during their shows. The auditorium also has a Bose Sound System avaible to renters for an annual fee of $50.00 made payable to Friends of the Audi. This system must be operated by a city-certified technician.

CONCORD AUDITORIUM
RATE SCHEDULE

The rental rates for July 2015 - June 2016 season are as follows:

Type of Organization	Performance	Full Venue (2 or more performances in one day)	Rehearsal
Concord Resident Non-Profit	$ 335	$ 610	$ 150 a day
Concord Resident Profit	$ 610	$ 1190	$ 150 a day
Non-Resident Non-Profit	$ 610	$ 1190 paid in advance	$ 150 a day
Non-Resident Profit	$ 920	$ 1815 paid in advance	$ 150 a day

***Resident / non-resident status is determined by address on the insurance certificate**

The lobby rental rate is $110.00 per 4-hour block. The lobby is not available for rental on weekends.

Confirmation by the renter is required 120 days prior. First time non-resident user fee must be fully paid upon reserving the facility. _

For the Theatre, a cancellation fee will be charged for any cancellation from 120 to 90 days prior to scheduled event in the amount of 10% of the full charge; from 89 days to 30 days 40% of full charge; 29 days to 10 days 75% of full charge; nine days or less 100% of full charge.

Cancellation fee for the lobby will be forfeiture of the full charge of the Lobby Fee if no other lobby rental is made for that time and date.

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City Auditorium
Information Request Form

Name of Organization Renting Auditorium _____

Address of Organization _____

Contact Person (1) Name: _____**Phone # home**_____ **work**_____

Contact Person (2) Name: _____**phone # home**_____ **work**_____

Email Address: _____ **Website:** _____

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Name of Performance_____

DATES REQUESTED

Rehearsals		Performances	
Dates	**Start & End Times**	**Dates**	**Start & End Times**
_____		_____	
_____		_____	
_____		_____	
_____		_____	

A new questionnaire must be completed for each new production.

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Contact Person and phone number for public's questions, if different from contacts listed above.
Name: _____ **Phone Number:** _____

Location/Business where tickets are being sold:_____ **Ticket Sale's phone #**_____

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HOUSE MANAGER: _____ **Telephone #**_____

STAGE ELECTRICIAN: _____ **Telephone #**_____

SOUND TECHNICIAN: _____ **Telephone #**_____

WILL YOU BE USING THE BOSE SOUND SYSTEM? ____ ____
YES NO

HAVE YOU SCHEDULED YOUR PRE & POST INSPECTION? Please call the Parks & Recreation 225-8690 to schedule a day and time. A key will not be released until this is done. Weekend Pre & Post Inspection will cost $68.00. If two scheduled users are able to schedule their inspections concurrently, then each user will be billed one-half the cost. Will you be serving Food or Drink? _____
Will you require the use of the Concert Piano? or Upright Piano?_____
Will you be using the Lobby area for any reason? _____

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A $500 clean-up/damage deposit must be paid in advance and is required by all groups. THERE ARE NO EXCEPTIONS! This deposit will be refunded after the post inspection providing the Audi is found to be damage free, all clean-up requirements are met and all accounts are settled.

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PLEASE NOTE: This questionnaire must be completed and returned to Parks & Recreation Department before the event. If the required paperwork and payments are not returned by the deadline, we will assume that you do not want the facility and we will release your dates.

Thank you for your cooperation.

Parks & Recreation Department
14 Canterbury Rd.
Concord, NH 03301
603-225-8690