

# The Martha's Vineyard Film Festival

more than movies



## **Mission**

To produce community events that celebrate all genres of film and spark discussion, debate, and action.

## **President**

Steve Bernier

## **Board of Directors**

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Catha Day-Carlson

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Marilyn Vukota

PO BOX 592

Chilmark, MA 02535

(508) 645-9599

[www.tmvff.org](http://www.tmvff.org)

MVFF is a 501(c)(3)  
tax-exempt organization.

Town of Chilmark  
PO Box 119  
Chilmark, MA 02535  
ATTN: Selectmen

April 10, 2013

Dear Sirs,

Please find attached our requests to use the Chilmark Community Center on June 18, and June 26, 2013.

We are very excited to be entering our 10<sup>th</sup> summer of providing Wednesday Night Movies in Chilmark! Our goal is to build on our strong history of offering films, food, and live music - making this joyful event the smoothest and best it's ever been. Our evening format will be much like previous summers:

At 5:00pm, our playful Cinema Circus begins outside. Face painting, costumes, animation stations, art activities, delicious concessions, and a circus show make this event fun for all ages! Audiences then parade inside for Professor Projector's Cinema Summer School, and a 45-minute program of short films from around the world.

At 7:00 pm, our partnering caterers will offer delectable dinner and treats for families and moviegoers. Live performances on the patio by local musicians, liven the atmosphere.

At 8:00 pm our feature film begins. We spend all year carefully selecting the most compelling docs and narrative features from around the world for our Summer Film Series. Whenever possible we also bring in the filmmaker or film subject for a "lets keep it real" conversation following the film.

In addition to the dates requested above, we have booked the CCC with the CCC Summer Program for the following dates: July 3, 10, 17, 24, 31 and August 5, 14, 21, 28. Thank you for your consideration and ongoing support!

Gratefully,

Anna Merhalski, Production Manager



## COMMUNITY CENTER RULES & GENERAL INFORMATION

At the conclusion of your event the Chilmark Community Center (CCC) should be left in the exact same manner in which you found it. Please review the following checklist to use as a guideline when cleaning the premises:

- Doors and windows should be shut and properly secured.
- All tables and chairs are to be wiped clean and neatly stacked and stored, organized in the racks and put back in chair room. Please do not drag tables and chairs across the floor.
- All garbage must be removed from the premise at the end of your event.
- All bathrooms must be cleaned and garbage cans emptied.
- Kitchen must be left clean, including wiping down all counters, sinks, stove, refrigerator and freezer.
- All floors must be swept and washed.
- All items used to decorate rooms (tape, tacks, pushpins, nails, etc.) must be completely removed from walls, ceilings, doors etc. at the end of your event.
- Police the outside grounds for any debris left behind such as cigarette butts, bottles, cups, napkins etc. and dispose of them properly after your event has concluded.

### GENERAL INFORMATION:

- The CCC is primarily for Town-related business and Town resident use. A non-resident can be sponsored by a Town resident to have an event at the Center but the sponsor must attend the event. Some events may require approval from the Board of Selectmen.
- Excessive drinking is not permitted on the premises and is the responsibility of the lessee and/or sponsor to enforce
- The CCC has a maximum occupancy capacity of 250 people. There are 300 chairs: 100 metal, 100 plastic, 100 padded. Banquet tables: 11 8ft and 2 6ft. 4 quarter round tables. Tables and chairs are available to use and/or borrow for no cost but donations are encouraged.
- Under the Clean Indoor Air Act, smoking is not permitted within any Town building.
- There is a "No Noise" Policy according to State law from 10:00 p.m. to 6:00 a.m. Therefore, no amplified music can be played after 10:00 p.m.
- Requests to put up any type of tent must be PRE-APPROVED by the Selectmen & Building Inspector
- Please note when renting the CCC for your event, you are allowed to be at the CCC for that time only. Please do not assume it is okay to unload, set-up, or allow rental companies to come in sooner than the day you begin your rental, unless approved by the CCC scheduler.
- A security/cleaning deposit of \$200.00 is mandatory, prior to occupying the CCC for your event. Your security/cleaning deposited will be refunded to you on the condition that the above outlined rules are *strictly* followed. Checks should be made payable to the Town of Chilmark.
- There is a \$200.00 rental fee for rehearsal dinners and adult parties. Checks should be made payable to the Town of Chilmark. No refunds on deposits if events are canceled.
- There is a \$400 rental fee for weddings. The wedding fee includes one (1) day for event set-up, one (1) day for event and one (1) for breakdown/clean up. Checks should be made payable to the Town of Chilmark. No refunds on deposits if events are canceled.
- There is a \$50.00 rental fee and a \$50.00 cleaning deposit for Children's parties.
- There are **no public events** allowed **June 25 through August 25** due to the CCC Summer Program.
- There are no commercial events allowed at the CCC.
- **Please call (508) 645-2100 ext. 0 to inquire or book a CCC event.**

## CHILMARK COMMUNITY CENTER RENTAL REQUEST FORM

Name(s) of Lessee: The Martha's Vineyard Film Festival  
Address: 9 State Road, Chilmark MA 02535 Telephone #: 508-645-9599  
Cell Phone #: 508 560 3213 Email Address: anna@tmvff.org  
Purpose of Event: To Rehearse for our Cinema Circus and Summer Film Series  
Chilmark Resident Sponsor Name, Address & Telephone # (if needed): \_\_\_\_\_

Chilmark Sponsor Signature (if needed): \_\_\_\_\_

### EVENT DETAILS

Date Requested:	June 18, 2013	Approx. Attendance:	45
Timeframe:	2:45 - 6pm	Live Band or DJ?	No
Rental Fee:		Will alcohol be served?*	No
Cleaning Deposit:		*Alcohol not permitted for sale.	

### LESSEE'S INDEMNIFICATION AGREEMENT

I MVFF (the Lessee) shall, to the maximum extent permitted by law, indemnify and save harmless Town of Chilmark, its officers, agents, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) that may arise out of or in connection with the Lessee's lease or use of the Chilmark Community Center for any damage to its real or personal property that occurs in conjunction with the lease or use of the Chilmark Community Center by Lessee, unless the damage is caused by the Town of Chilmark's gross negligence or willful misconduct.

Signature of Lessee: [Signature] Date: 5-17-13

**\*For Special Events, such as Receptions or Parties, we ask that you obtain \$1,000,000 Protective Liability coverage for the Center. Please inquire with your insurance company.**

### RECREATIONAL AND VOLUNTEERS ACTIVITIES RELEASE FORM

I, the undersigned \_\_\_\_\_, do hereby consent to my participation in voluntary or recreation programs of the Town of Chilmark's Community Center. I also agree to forever release the Town of Chilmark, and all their employees, agents, board members, volunteers and any and all individuals and organizations assisting or participating in any voluntary or recreation programs of the Town of Chilmark from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to myself or property damage resulting from my participation in the Chilmark Community Center voluntary activities or recreation programs.

I also promise, to indemnify, defend, and hold harmless the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to myself or property damage resulting from participation in the Chilmark Community Center voluntary activities or recreation programs. I further affirm that I have read this Consent of Release Form and that I understand the contents of this Form. I understand that my participation is voluntary and that I am free to choose not to participate in said programs. By signing this Form, I affirm that I have decided to participate in the Chilmark Community Center as a volunteer or in its recreation programs with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage that I suffer in voluntary activities at the Chilmark Community Center.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event Approved: YES \_\_\_\_\_ NO \_\_\_\_\_

**CHILMARK COMMUNITY CENTER RENTAL REQUEST FORM**

Name(s) of Lessee: The Martha's Vineyard Film Festival  
 Address: 9 State Road, Chilmark MA 02535 Telephone #: 508-645-9599  
 Cell Phone #: 508 560 3213 Email Address: anna@tmvff.org  
 Purpose of Event: Family circus event with films for kids, community dinner, live music.  
 Chilmark Resident Sponsor Name, Address & Telephone # (if needed): \_\_\_\_\_

Chilmark Sponsor Signature (if needed): \_\_\_\_\_

**EVENT DETAILS**

Date Requested:	June 26, 2013	Approx. Attendance:	500 (250 @5pm, .
Timeframe:	2:45 - 11pm	Live Band or DJ?	No
Rental Fee:		Will alcohol be served?*	No
Cleaning Deposit:	<u>200.00 received 5/17/13</u> <u>ck # 2142</u>	*Alcohol not permitted for sale.	

**LESSEE'S INDEMNIFICATION AGREEMENT**

I MVFF (the Lessee) shall, to the maximum extent permitted by law, indemnify and save harmless Town of Chilmark, its officers, agents, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) that may arise out of or in connection with the Lessee's lease or use of the Chilmark Community Center for any damage to its real or personal property that occurs in conjunction with the lease or use of the Chilmark Community Center by Lessee, unless the damage is caused by the Town of Chilmark's gross negligence or willful misconduct.

Signature of Lessee: [Signature] Date: 5-17-13

**\*For Special Events, such as Receptions or Parties, we ask that you obtain \$1,000,000 Protective Liability coverage for the Center. Please inquire with your insurance company.**

**RECREATIONAL AND VOLUNTEERS ACTIVITIES RELEASE FORM**

I, the undersigned \_\_\_\_\_, do hereby consent to my participation in the recreation programs of the Town of Chilmark's Community Center. I understand that I have read this Consent of Release Form and I further affirm that I have read this Consent of Release Form and I understand that my participation is voluntary and that I said programs. By signing this Form, I affirm that I have decided to participate in the Community Center as a volunteer or in its recreation programs and I will not be liable to anyone for personal injuries and property damage resulting from my participation in the Chilmark Community Center activities or recreation programs.

I also promise, to indemnify, defend, and hold harmless the Town of Chilmark and its officers, agents, suits, proceedings, claims, demands, losses, costs and expenses of any description that may have been asserted against or incurred by the Town of Chilmark in the future, directly or indirectly, arising from personal injuries to or property damage resulting from my participation in the Chilmark Community Center volunteer activities or recreation programs. I further affirm that I have read this Consent of Release Form and I understand that my participation is voluntary and that I said programs. By signing this Form, I affirm that I have decided to participate in the Community Center as a volunteer or in its recreation programs and I will not be liable to anyone for personal injuries and property damage resulting from my participation in the Chilmark Community Center activities or recreation programs.

*entry \$8 Members*  
*\$16 Non-member*  
*Food \$3 Pizza Slice*  
*\$20 Plate*  
*Reharsal - 40 people still*  
*Event - 250 / 250 people*  
*two sessions etc*

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event Approved: YES \_\_\_\_\_ NO \_\_\_\_\_