

Assistant Exec Secretary

From: Assistant Exec Secretary [asstexecsec@chilmarkma.gov]
Sent: Tuesday, September 10, 2013 1:27 PM
To: 'Warren M. Doty'; 'Bill Rossi'; 'Jonathan E. Mayhew (jonathanmayhew@ymail.com)'
Cc: 'tcarroll@chilmarkma.gov'; 'ddebbase@chilmarkma.gov'
Subject: Tonights Agenda Item MVFF 2014

Honorable Selectmen,

Concerning the agenda item tonight of MVFF March 2014 Event

I am sending you the information what the Cinema Circus paid this summer to Town of Chilmark for the days that were outside the Summer Program schedule.

Rehearsal days \$50.00 and event day \$200.00

With this fee schedule applied to the March 2014 MVFF Event the total rent fee would be \$850.00 (5 set up / rehearsal days at \$50.00 each and 3 event days at \$200.00 each.)

Also cleaning deposit recommended by custodian of \$400.00 on a separate check.

Sincerely, Dilly aka Diana DeBlase

Receptionist
Office of the Selectmen
Chilmark Town Hall
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F: (508) 645-2110
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The Secretary of State's office has determined that most e-mails to and from municipal offices and officials are public records. Consequently, confidentiality should not be expected.



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.**

COMMUNITY CENTER BOOKING INSTRUCTIONS

Please note: If the nature of the event is straightforward (wedding, children's birthday party, potluck, etc) you can confirm the event; however, if there is any question about whether the event should be approved by the Selectmen consult Tim and Rodney. Communicate effectively to Rodney about the use of the Center as he is the main caretaker of the building and needs to be informed about all happenings at the CCC.

Questions to Ask & General Information:

- Is the applicant a Town resident? If not, they must be sponsored by a Town resident?
- Obtain all contact information for the applicant (Name, phone number, email address) as well as the sponsor information (if needed).
- Date requested
- Timeframe of the event
- What is the nature of the event (wedding, children's party, adult party, memorial service)?
- How many people are expected to attend?
- Will alcohol be served at this event? If so, one-day liability insurance is required, which can be obtained through a local insurance company.
- Email or mail the applicant the rental form to be returned ASAP, but no later than one week, with the rental check and separate cleaning deposit check. ~~Checks are not deposited until after the event has occurred, so it is helpful to have the rental check and cleaning deposit separate in the event the cleaning deposit does not need to be collected.~~
- Once the event is confirmed, write on Rodney's calendar.
- Is this event open to the public? If so, is there an admission fee and how much is it? Requests to use the Center for an event open to the public must be made in writing to the Selectmen (letter must be received by noon on the Friday prior to a Selectmen's meeting).
- Is this an event for a non-profit? If requested, the Town asks non-profits to submit a letter to the Selectmen asking to waive the rental fee (cleaning deposit required). Letter must be received by noon on the Friday prior to a Selectmen's meeting.
- There is no charge to use the Center for a memorial service (cleaning deposit required) in the event there will be no live bands, etc.
- Weddings have up to one month prior to the scheduled event to cancel and receive a full refund.
- If the Center is being used as a back-up rain location for a wedding and good weather is forecasted and the Center is not used, half of the rental fee can be returned to the applicant.
- Jack Wildaur from ProtekMV assists w/Sound System. Sound System Lock ~~Combo = 7596.~~
- The Center is NOT available during the school year on Thursday's until after 3:00 p.m. because the School uses the facility for gym class.
- There are no private events from June 25 until a week after the Summer Program ends. The last day of the Summer Program is the third Friday in August.
- Please see Rules and General Information sheet that is attached to the rental form for additional information.
- There is a \$10 charge per table for Flea Markets but the request must be made in writing to the Selectmen
- There are no refunds on canceled events
- Email Police Department rental form after approved.

CHILMARK COMMUNITY CENTER RENTAL REQUEST FORM

Name(s) of Lessee: _____
Address: _____ Telephone #: _____
Cell Phone #: _____ Email Address: _____
Purpose of Event: _____
Chilmark Resident Sponsor Name, Address & Telephone # (if needed): _____

Chilmark Sponsor Signature (if needed): _____

EVENT DETAILS

| | | | |
|-------------------|--|----------------------------------|--|
| Date Requested: | | Approx. Attendance: | |
| Timeframe: | | Live Band or DJ? | |
| Rental Fee: | | Will alcohol be served?* | |
| Cleaning Deposit: | | *Alcohol not permitted for sale. | |

LESSEE'S INDEMNIFICATION AGREEMENT

I _____ (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: _____ **Date:** _____

***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 _____