



Burlington City Arts
 135 Church Street
 Burlington VT, 05401

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CITY HALL PARK RENTAL INFORMATION

City Hall Park is available for public and private use.

SITE FEES:

Hourly (one the three hours)	Monday-Sunday from 8am to 8pm	\$80 an hour
Half Day (three to five hours)	Monday-Sunday from 8am to 8pm	\$300 flat fee
Full Day (five to eight hours)	Monday-Sunday from 8am to 8pm	\$500 flat fee
Overtime (over eight hours, before 8 am, after 8 pm)		\$100/hr

ADDITIONAL FEES:

Electricity or Wired Data/Internet	Basic	\$50 flat fee
Electricity or Wired Data/Internet	Advanced	\$150 flat fee
Stanchions/Bike Rack Barricade	Basic	\$50 flat fee
Stanchions/Bike Rack Barricade	Advanced	\$150 flat fee
Audio or Video	Basic	\$50 per hour
Audio or Video	Advanced	\$80 per hour

- We accept checks or credit cards.

REQUIRED INSURANCE COVERAGE:

For most complex events or events with vendors, a Certificate of Insurance is needed 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. City Hall Park).

RENTAL TERMS:

- 1.** Because City Hall Park is a public venue with businesses and residents surrounding it, all events will be approved at the discretion of the Event Director. Concerns to event size, timing, programming and sound system levels will be considered, as well as the overall event calendar for the park.
- 2.** All events shall have a BCA Event Staff person on site.
- 3.** At no time can any event block or impede the access into our out of City Hall or the BCA Center from the doors facing the park. Additionally, the public must always be able to access the restroom in the park.
- 4.** All events must adhere to the rules of the park, including no smoking, no off-leash pets, and no glass containers. No vehicles are permitted to enter the park with the exception of pre-approved, temporary use of Park Lane.
- 5.** Parking spaces may be reserved for event vendors or staff. Let your BCA Event Manager know, and they will be billed by Department of Public Works at \$15/day per space from 6am to 6pm or \$30/day per space for a 24-hour time frame.
- 6.** The serving or consuming of alcohol is only permitted with prior permission from the Park's Commission. Even with this approval, a licensed bar service that meets the City's insurance requirements must be used, as well as security and a DLC-approved plan. Please notify your BCA Event Manager if you intend to hire a bar service.
- 7.** All trash, recycling and compost must be in supplied containers following your event. If you anticipate more than one bag per receptacle of trash/recycling/compost will be needed, please coordinate with BCA Event Manager and additional fees may be required.
- 8.** No tents may be set up on any grass surface. No stakes may penetrate the turf. All high-traffic areas and tents must be placed on the hardscape surfaces.
- 9.** The interactive fountain can be on or off for your event as you desire, seasonally.
- 10.** Events that utilize the city-owned sound, lighting, video or power systems are subject to staffing charges and use must be coordinated in advance.
- 11.** Events that involve client supplied sound systems, lighting or video systems must be coordinated in advance and discussed. No complex event 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 park 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, including turf and plants, 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 park 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 in City Hall Park. 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 City Hall Park shall include all areas of the park, as well as the BCA Patio, the City Hall Steps and the interactive fountain.

INCLUDED EQUIPMENT:

Any rental has access to seasonally available outdoor tables and chairs for use on the hardscape surfaces only. Please coordinate in advance.

EQUIPMENT WITH ADDITIONAL EXPENSE:

BCA can supply an audio solution for most events. From one speaker and a microphone to a complete live sound system with a console and operator. We use QSC K10.2 or K15 speakers, QSC KW118 Subwoofers, a basic microphone package, either an Allen & Heath Qu-16 or SQ-24 mixing console with a remote, 24x12 input box.

BCA can provide power distribution for most medium sized events. There are nine 20-Amp, GFCI rated in-ground power and data drops throughout the park, as well as two 50-amp twist lock services and one 200-amp, Cam-Lock service. We have distribution boxes for both the 200-amp and 50-amp services. Additional cable may be needed depending on your event location and plan.

RESTROOM:

A single public restroom is located in the Park. This restroom is open 24/7 and must remain available to the public during your event. Larger events should plan to rent portable toilets.

TO RESERVE CITY HALL PARK:

- With the BCA Event Staff, verify that a date is available and conduct a site visit
- Sign and return a Rental Agreement
- Complete and return an Event Setup Form
- If required, submit a Certificate of Insurance that meets the City's requirements
- Pay a deposit (50% of rental). A second payment is due at the time of your event