



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:

Simple Use: Meetings without projections or other non-technical uses of the space. Event staff on call.	Monday-Friday, 8am to 4pm	\$50/hr (<i>\$40 non-profit</i>)
Standard Use: Events and meetings with projections, expanded audio, or catering. Event staff present.	Monday-Friday, 8am to 4pm	\$75/hr (<i>\$60 non-profit</i>)
	Monday-Friday, 4pm to 12am	\$100/hr (<i>\$80 non-profit</i>), plus a required security fee of \$50/hr (minimum)
	Saturday, Sunday or City Holiday from 8am to 12am	
Complex Use: Concerts, rallies, other events with production elements or catering. Event and technical staff present.	Monday-Sunday, 8am to 12am	\$150/hr, two hour minimum (<i>\$120 non-profit</i>), plus a required security fee of \$50/hr (minimum)
Audio and Lighting Additions: If BCA Staff provides lighting or audio support there is an additional hourly fee.	Monday-Sunday from 8am to 12am	Priced per event, \$50/hr per person.

- All venue rates are discounted by 20% for non-profit groups. Staffing rates are not discounted.
- All fees are due prior to your event.
- We accept checks, ACH transfers, or credit cards. Payments by credit card will be subject to an additional processing fee.

SECURITY:

The City provides one security guard in the building throughout the week. Daily hours are 8am-4pm. Any rentals outside of these hours will be required to cover the cost of security for that time, at \$50/hr.

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. Event staff will make this system available as needed. 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 or zip-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 only permitted with prior permission from the city's Chief Administrative Officer. Even with this approval, a licensed bar service that meets the City's insurance requirements must be used. Please notify your event manager if you intend to hire a bar service.
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. Balcony access must be discussed prior to your event. Do not assume all rentals have access to the balcony.
12. Events that utilize the house sound system or lighting system are subject to staffing charges and use must be coordinated in advance.
13. 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.
14. 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.
15. Comply with all applicable federal, state, and local laws.

16. 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, distributed with 224 on the floor of Contois and 161 in the balcony. The balcony may not be available depending on intended use. 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 the following, depending on your rental tier.

With Simple Use:

- Up to 150 folding chairs
- 10 folding tables (6'x2.5')
- Wooden 'Horseshoe Table' (City Council table)
- Podium
- Basic room lights and basic stage lighting
- Basic sound system with up to 4 wired microphones

With Standard Use:

- Simple use package
- Projection Screen
- Projector (InFocus IN5312, 4500 lumens, 1024x768, dual lamp)
- Expanded Audio – more microphones or music playback
- One BCA Event Staff person

With Complex Use:

- Simple and Standard packages above
- Complete Sound System with console and mic package
- Light console for lighting control and stage lights

With Additional Technical Staff:

- Simple, Standard and Complex packages above
- Up to two skilled staff people to run audio and lighting as needed.

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, depending on calendar availability. Please coordinate the usage with your BCA Event Staff. 20 amps of power is available at either set of steps.

Fees:

- Monday-Friday, 8am to 8pm: \$10/hr with a minimum of two (2) hours
- Saturday-Sunday or holidays, 8am to 8pm: \$44/hr with a minimum of two (2) hours

TO RESERVE CONTOIS:

- With the BCA Event Staff, 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 as required.
- Pay a deposit (50% of rental). A second payment is due at the time of your event.