



Burlington City Arts
 135 Church Street
 Burlington, VT 05401

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COMMUNITY ROOM RENTAL INFORMATION

The Community Room is available for public and private use. It is located within the BCA Studios at 405 Pine Street.

FEE STRUCTURE:

Community Rate: Reserved for non-profits and other community groups with operating budgets under \$500,000 Site use must fall under terms of basic rate as described below	<i>\$225 base venue fee</i> <i>\$50/hr, two hour minimum</i>
Basic Rate: Events, meetings, movies, and conferences with low production needs and no kitchen access Includes tables, chairs, 2 microphones, basic room lighting, and basic projection One event staff present	<i>\$325 base venue fee</i> <i>\$50/hr, two hour minimum</i>
Event Rate: All uses outside of basic rate Includes professional audio, lighting and video, and kitchen use Two event staff present	<i>\$500 base venue fee</i> <i>\$175/hr, two hour minimum</i>
Exterior Rate: Seasonal use of the outdoor space	<i>\$50 base venue fee</i> <i>\$50/hr, two hour minimum</i>
Wedding and Reception Rate: Additional advanced coordination and a heightened level of production	<i>\$950 base venue fee</i> <i>\$175/hr, two hour minimum</i>
Additional Fees: Deliveries and Pickups Staff (events requiring more than two)	<i>\$50/hr, one hour minimum</i> <i>\$40/hr per additional staff member</i>

- 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.

The price does not include the following:

- Bar service. You may bring in any bar service you choose, however, they are required to provide us with a state liquor permit ahead of time as well as have one displayed during the event.
- Food. If you plan to have food at your event, you are responsible for hiring your own caterer and communicating with them regarding your event.
- Rental of additional tables and chairs from Vermont Tent Company needed for your setup, as well as china, flatware, linens, et cetera.
- The fee charged by any other vendors such as photographers, musicians, florists, etc.
- Parking. There are 32 spots available at a rate of \$3.50/hr through Premier Parking.

REQUIRED INSURANCE COVERAGE:

Any rental in the Community Room must provide 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. Community Room, 405 Pine St).

RENTAL TERMS:

1. When planning your rental, please remember to accommodate for setup and breakdown time. Most events require at least one hour of setup on their front end, and one hour of breakdown on the other end. Event staff will set up BCA tables and chairs prior to your reservation's scheduled start time, and receive your caterer and bar within your reservation window. Discuss arrival time with your caterer and third-party material provider, as your rental must accommodate for the time they need.
2. At no time can any event block or impede the public's access to the BCA Studios. Additionally, sustained loud volumes are subject to the Event Coordinator's discretion.
3. No open flame is allowed anywhere in the building, including smoking and candles.
4. 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.
5. It is your or your bar service's responsibility to provide an adequate number of door persons to check for proper proof of age and monitor consumption. Burlington City Arts staff reserve the right to remove or require you to remove guests taking part in illegal or destructive behavior including, but not limited to, underage drinking, destruction of BCA/Vendor property, and negatively impacting the safety of BCA collections or staff. You must provide one responsible adult per group of 10 children or students under 21. At least one of these people needs to be an adult advisor if this is a student event (including colleges and universities). To ensure the safety of your guests and BCA's staff, collections, and facility, BCA reserves the right to determine if the services of its own security guards or staff are required. One additional BCA staff member will be booked for each 100 people and an hourly rate of \$25, including a half hour before and after your actual event, will be added to your total.
6. No tape, nails, tacks, pins, etc. may be used on any surfaces within the building, including all window curtains and stage draperies.
7. The artwork displayed in the hallways outside of the Community Room may not be moved or displaced by the client. Any movement of artwork must be discussed in advance and is subject to the discretion of the event coordinator.
8. Events that utilize the house sound system or lighting system are subject to staffing charges and use must be coordinated in advance.
9. Events that involve client supplied sound systems, lighting systems or rigging of pipes and elements on stage must be coordinated in advance and discussed. The Community Room 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.

10. 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 \$500 will be charged if the building is deemed beyond normal wear and tear by the City of Burlington's maintenance/event staff.
11. Comply with all applicable federal, state, and local laws.
12. 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 the BCA Studios. 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 Community Room shall include the hall, kitchen, lobbies, hallways, all rooms, restrooms, the entrances and exits, including the interior and exterior and any other portion of the facility.
13. Refunds may only be given if the request is made at least two weeks prior to the date of the event and are subject to the discretion of the event coordinator. An administration fee of 15% of the total cost of the event is non-refundable.
14. Any shift of artwork or readjustment of lighting needs to be cleared with the Event Manager no later than two weeks prior to your event and can only be done by BCA Staff. You and your guests/vendors are not allowed to touch lighting or artwork during your event or set-up/takedown.
15. Glitter, confetti and painting are not allowed unless approved by the Event Coordinator.
16. Per Vermont law, BCA cannot allow clients to bring in their own alcohol. The licensed bar service you choose must supply BCA with a certificate of insurance with the required million-dollar liquor liability policy required by the City of Burlington, as well as an off-site catering permit from the Department of Liquor Control. Please note your provider must file for an off-premise permit no later than 15 days prior to your event.
17. No permanent or temporary alterations, modifications, or changes may be made by you or your vendors to any features of the building without the explicit permission of BCA staff. If permitted, the use of banners and other wall hangings need to be secured using crafters' tape or wire. Staples and nails are not allowed.
18. Please schedule a site visit with the Event Coordinator about two weeks prior to the event to go over set-up and details. It is suggested your caterer come as well. Set-up details must be finalized with the Event Coordinator no later than one week prior to the event.
19. The legal occupancy limit for the Community Room is distributed with 270 on the floor. The room has 140 folding chairs that can be set up on the floor. It is imperative that these seating capacities must be followed.

ROOM CAPACITIES:

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FACILITY EQUIPMENT:

A Community Room rental can include the following, depending on your rental tier.

With Basic Rate:

- Up to 140 folding chairs
- 10 folding tables (6'x1.5')

16 folding tables (6'x2.5')
12 round tables (5' diameter)
6 cocktail rounds (2.5' diameter)
Podium
Basic room lights with programmed wall panel presets
Basic sound system with up to 4 wired microphones (suitable for speech, but not live music)
92"x164" 16:9 motorized projection screen
Installed 8,000 lumen projector that can be configured for basic video in two different room set ups
One BCA Event Staff person

With Event Rate:

Basic Rate package above
Complete Sound System with console and mic package
Light console for lighting control and stage lights

With Exterior Space:

In season use of 15x15 tent
Outdoor tables and chairs

With Additional Technical Staff:

Basic and Event packages above
Up to two skilled staff people to run audio and lighting as needed.

TO RESERVE THE COMMUNITY ROOM:

- 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.

Please contact Elizabeth Indorato, Event Coordinator, with any questions, comments or concerns at 802.829.6305 or by email at eindorato@burlingtoncityarts.org