



Burlington City Arts
 135 Church Street
 Burlington, VT 05401

Elizabeth Indorato
 Festival & Event Coordinator
 P: 802.829.6305
 E: eindorato@burlingtoncityarts.org

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. Every rental with BCA directly supports the arts in our community.

FEE STRUCTURE:

<p>Basic Rate: <i>Events, meetings, movies, and conferences with low production needs and no kitchen access.</i></p> <p>Non-Profits and community groups with annual budgets less than \$500,000 receive a \$100 discount on the flat rate.</p>	<p>Includes:</p> <ul style="list-style-type: none"> • Up to 140 chairs • 10 folding tables (8'x1.5') • 16 folding tables (6'x2.5') • 12 round tables (5' diameter) • 6 cocktail rounds (2.5' diameter) • Podium • Basic room lights with lighting presets • Basic sound system with up to 4 wireless microphones • 92"x164" 16:9 motorized projection screen with an 8,000 lumen laser projector • One BCA Event Staff 	<p>\$325 flat rate + \$50 per hour</p>
<p>Complex Rate: <i>Concerts, dinners, kitchen access and/or hired bar service.</i></p>	<p>Includes:</p> <ul style="list-style-type: none"> • The Basic Rate package as described above • Complete QSC Sound System with Allen & Heath sound console and mic package • Light console for lighting control and performance lighting • Two BCA Event Staff (Additional staff may be added at BCA's discretion.) 	<p>\$500 flat rate + \$175 per hour</p>
<p>Rental Add-Ons:</p>	<ul style="list-style-type: none"> • Seasonal use of the outdoor space • Additional BCA Staff, per staff person • Wedding and wedding receptions • Deliveries and pick-ups outside of the hours of the rental • Cooking and kitchenware (for up to 100 people) 	<p>+\$50 flat rate +\$50 per hour +\$40 per hour +\$425 flat rate +\$50 per hour +\$400 flat rate</p>

The price does not include the following:

- A 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. First-come, first-served parking spots available at a rate of \$3.50/hr through Premier Parking.
- Any contracted security service for your event.

PAYMENT INFORMATION

- We accept checks, ACH transfers, or credit cards. Payments by credit card will be subject to an additional processing fee.
- All payments are due prior to your event.

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 and 405 Investment Corporation as additionally insured.

The certificate must note the date of the event and the location (i.e. BCA Community Room, 405 Pine St).

ROOM CAPACITIES:

The legal occupancy limit for the Community Room is 270 inclusive of patrons, performers and staff. This capacity decreases depending on the amount of furniture or staging in the space. The Event Coordinator will determine the capacity for your event.

TO RESERVE THE COMMUNITY ROOM:

- Contact Elizabeth Indorato, BCA Event Coordinator at 802.829.6305 or eindorato@burlingtoncityarts.org to discuss your event and check availability.
- Sign and return a Rental Agreement via CivicRec
- Complete and return an Event Setup Form
- Submit a Certificate of Insurance that meets the requirements outlined above.
- Pay a deposit (50% of rental). A second payment is due at the time of your event.

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 Studios 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 supervisor if this is a student event (including colleges and universities). To ensure the safety of your guests and BCA's staff, and facility, BCA reserves the right to determine if the event requires private security staff be hired, at the renter's expense.
6. The client **MUST** refer to the space as **"The Community Room at BCA Studios"** in all public communications.
7. No tape, nails, tacks, pins, etc. may be used on any surfaces within the building, including all window curtains and stage draperies. 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.
8. 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.
9. Events that utilize the house sound system or lighting system are subject to staffing charges and use must be coordinated in advance.
10. 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.
11. It is your and your vendors' responsibility to leave the facility in the condition in which it was found, beyond standard wear and tear. 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 BCA 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 BCA's maintenance/event staff.
12. Comply with all applicable federal, state, and local laws.
13. Assume responsibility for ensuring the safety and well-being of your vendors and guests. Release, defend and indemnify the City of Burlington and the 405 Investment Corporation, 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 kitchen, lobbies, hallways, the community room, restrooms, entrances and exits, including the interior and exterior, parking lot and any other portion of the facility.
14. 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 25% of the total cost of the event is non-refundable.
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, as well as an off-site catering permit from the VT Department of Liquor and

Lottery. Please note your provider must file for an off-site permit no later than 15 days prior to your event.

17. Schedule a site visit with the Event Coordinator a minimum of 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.

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