

ABOUT

Hardwick Town House (herein referred to as HTH) provides a historic venue for arts, theater, music, community and educational events, as well as public meetings and private functions. The building is open from March 1 to November 15. It is managed by 501(c)(3) non-profit NEKarts, (herein referred to as HTH Board), which acts as liaison for renters.

APPROVAL

The HTH is scheduled on a first-come, first-served basis. Reservations may be made up to one calendar year in advance. HTH Board reserves the right to grant or deny usage. The HTH Board must be notified of events containing profane language or content. Language or themes may not necessarily disqualify a proposal, the HTH Board reserves the right to require disclaimers in advertising or programs.

SEATING

The HTH is a multi-use space. Seating consists of folding wooden meetinghouse chairs, which are attached in groups of 3-6 seats. UPDATE 11/22: THE BALCONY IS CLOSED TO THE PUBLIC UNTIL THE FIRE ESCAPE IS REPLACED. CURRENT MAX AUDIENCE CAPACITY IS 250.

STAGE

The stage measures approximately 24' wide, 18' deep, 14' tall, and is elevated approximately 3' above the main floor. The stage has a back crossway, small backstage dressing room with bathroom facilities, and front stairs to access the audience. There are two historic drapes above the stage: the front Grand Drape, and a Street-Scene backdrop. These drapes can be up or down, depending on an event's needs. **See Attached Venue Diagram, final Page**

LIGHTING

The HTH features basic theatrical (Front, Side, and Top) lighting, operated by a dimmer board located either in the right wing of the stage or in the back of the balcony. House lights are controlled by wall-mounted dimmer switches (also located in the right wing of the stage). Blackout blinds are located in all of the windows to allow for space darkening during daytime events.

SOUND

The HTH is known for its pristine acoustics, and it is preferable to perform without amplification. There is a very basic Peavey Escort PA system available for use at the HTH. It can accept up to 2 Microphone inputs (XLR or 1/4") and one AUX input. No Microphones or cables are provided. Renter must provide ALL sound equipment, and must recognize that the venue is located in a residential area. Excessive volume may be grounds for complaint.

PUBLICITY/TICKET SALES

Renter must prepare, fund, and manage all advertising, promotion and ticketing, both in advance and on the day of the event. HTH will list all public events on the HTH webpage, but will provide no further assistance with ticketing, publicity, or promotion.

CONCESSIONS

Renters may provide and sell concessions. Renter is responsible for cleanup and proper disposal/recycling of containers as well as any damage caused by spilled food or drink.

VENUE SPEECH

The HTH reserves the right for a HTH Board member to make a brief introductory or closing speech at the

opening of any public event. This speech may contain information about current programming, updates on restoration/building improvement projects, and a request for donations to help further these causes.

VENUE USE:

PREPARATORY MEETING

First-time renters will be required to meet with a member of the HTH board **IN PERSON** at the HTH for a venue orientation prior to the event date. This process may be waived for repeat renters.

STAGE PREP AND LOAD-IN

Renters will coordinate with a HTH Board Liaison to load-in equipment on the day of the event. The renter's Board Liaison shall admit renters to the building (renters do not receive a key) and supervise renters with the proper set-up of the space, such as seating, lighting, drapery and musical instrument arrangement.

ACCESSIBILITY

The main seating area of the Hardwick Town House is ADA compliant. Visitors with mobility needs may use the accessible parking on Depot Street, which is in close proximity to the building's accessible entrance. A ramp in the rear of the room leads to a fully-accessible bathroom. For additional accessibility information or to request services, please write to nekarts@hardwicktownhouse.org.

PARKING

Existing street signage is unclear on Church street. Therefore, Renter is responsible for placing and retrieving safety cones to mark where parking is prohibited, as well as providing personnel to direct parking at events in excess of 100 people in attendance. Parking is available in the following areas:

- Behind the Town House (access via Depot Street) UPDATE 3/24: THIS PARKING IS TEMPORARILY UNAVAILABLE DUE TO CONSTRUCTION
- On Depot Street (accessible parking)
- Town Garage lot (access via Creamery Road)
- Church Street (river side only)
- Hardwick Health Center parking lot (after hours only)



STRIKE AND CLEANUP

HTH will provide a neat and clean venue. Prior to leaving the space, renters agree to:

- Return the venue to the condition in which it was found;
 - Remove all personal belongings, equipment, posters, programs or other materials;
 - Return HTH items to their original positions (including draperies, lighting, tables, chairs, etc.);
 - Use provided trash bags, collect and bag all recycling and trash, and leave by door adjacent to Depot St.;
 - Sweep floors, walkways, foyer, and stage;
 - Retrieve any parking signs or safety cones that have been placed outside the building;
 - If using the HTH during March-May or Oct.-Nov., return thermostats to 50 degrees;
 - Turn off all lights, fans, and dimmer boxes; and
 - Confirm that all doors are locked upon exiting the building.
- THE HTH and HTH Board are not responsible for items left in the building after the event.

RULES:

-FIRE of any kind is prohibited, including smoking, candles, sparklers, pyrotechnics, matches, lighters, flash cotton. NO EXCEPTIONS.

- Renters require HTH Board approval to access the upper catwalk above the stage area, the storage rooms in the second floor of the foyer, and the basement.
- Renters may not adjust lighting fixtures, Grand Drape, Street-Scene backdrop, musical equipment.
- Renters may not make any physical changes to the building itself, including but not limited to nails, screws, staples, adhesives, or the like.
- Renters may not hang posters on walls.
- Renters will conserve electricity by only using stage lighting when necessary during rehearsals, tech-thru, set-up and event.
- The only tape permitted for marking/spiking the stage is Blue Painter's Tape (Renter is responsible for purchasing).

-BALCONY IS OFF LIMITS TO THE PUBLIC. RENTERS SHOULD ENTER THE BALCONY ONLY IF ABSOLUTELY NECESSARY

- All illegal drugs, as well as tobacco and alcohol, are prohibited. No BYOB. Renter may contract with a licensed and insured liquor provider if wishing to serve alcohol.
- Events must not run past 10:00 p.m., as per local town ordinance.

PHOTOGRAPHY/VIDEOGRAPHY

NEKArts reserves the right to use any photograph/video taken at any event held at the Hardwick Town House, without the expressed written permission of those included within the photograph/video for use in publications or other media material produced for promotional purposes, including but not limited to: brochures, websites, newspapers, social media, etc.

To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian. Any renter who does not wish to have their image recorded for distribution should make their wishes known to the NEKArts Board **in writing** of his/her intentions and include a photograph. NEKArts will use the photo for identification purposes and will hold it in confidence.

By participating in an event at Hardwick Town House or by failing to notify NEKArts, in writing, your desire not to have your photograph used by NEKArts, you are agreeing to release, defend, hold harmless and indemnify NEKArts from any and all claims involving the use of your picture or likeness.

Any person or organization not affiliated with NEKArts may not use, copy, alter or modify NEKArts photographs, graphics, videography or other, similar reproductions or recordings without the advance written permission of an authorized designee from NEKArts and renter.

LIABILITY INSURANCE

Renter agrees to provide proof of comprehensive general liability insurance, including insurance against assumed or contractual liability, with a combined single limit of One Million Dollars, (\$1,000,000) insuring the undersigned's activities at the HTH. Such insurance shall be primary, non-contributory and not excess coverage and shall name **HARDWICK TOWN HOUSE, TOWN OF HARDWICK, VT, NORTHEAST KINGDOM ARTS COUNCIL (NEKARTS)** as additional insured. Such insurance shall not be cancelable without at least ten (10) days prior written notice to THE HARDWICK TOWN HOUSE. Renter will provide a Certificate of Insurance evidencing such coverage at least five (5) days prior to the day of the event.

RENTAL BASE RATE

Free Event: \$50 per half-day

Private/Ticketed/Suggested Donation Event: \$300 per day

If you need setup/rehearsal days, theatrical lights, sound system, and/or if food or drinks will be served in the building additional fees may be added.

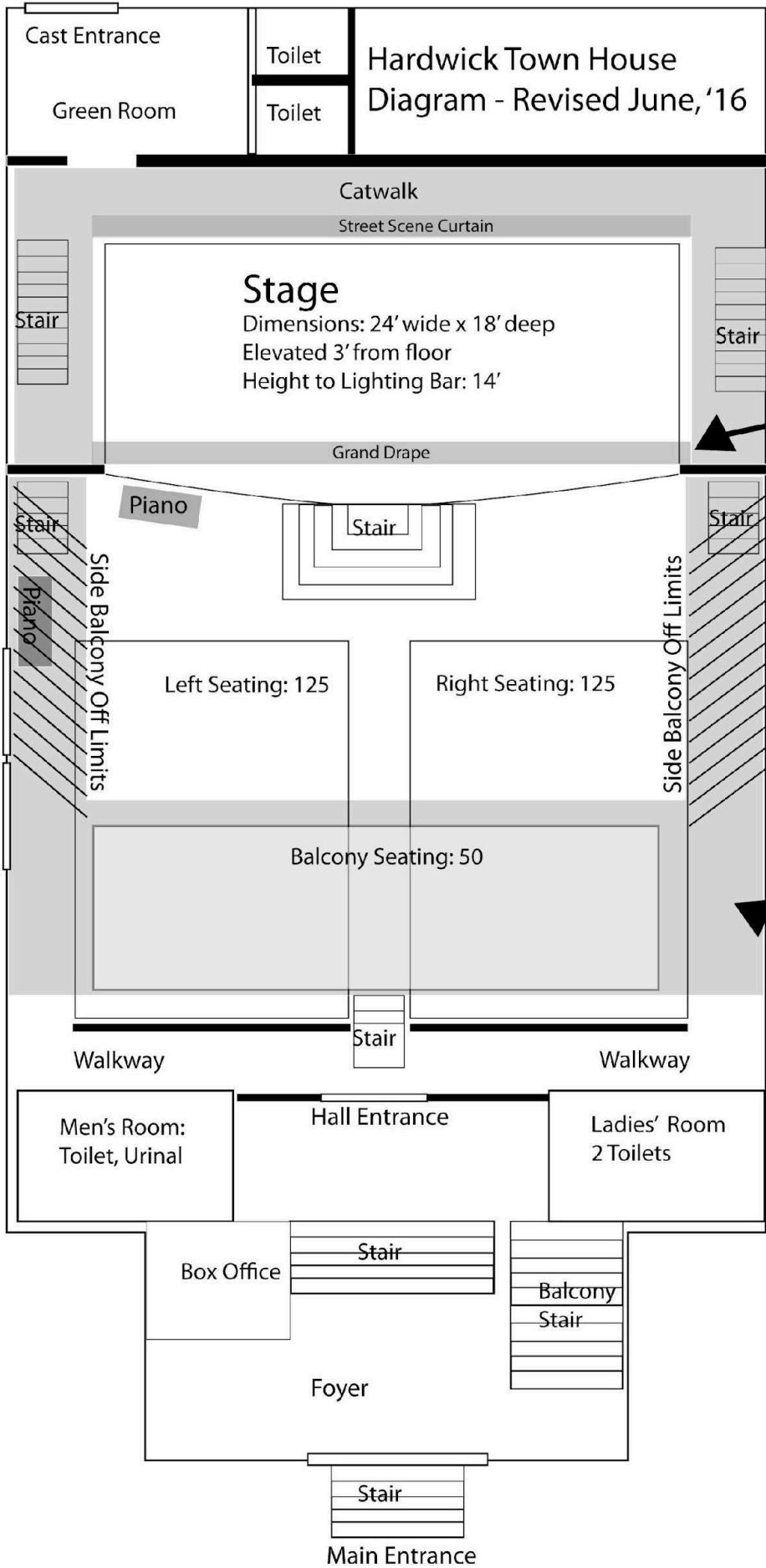
The Rental Fee is due upon receipt of the signed contract payable by cash or check to NEKarts.

DAMAGE DEPOSIT.

Damage/security deposit of \$200, payable by separate check to NEKarts, is required at least one week prior to the event. This deposit will be returned subject to post-event inspection by your HTH Board Liaison within 14 days of the event.

CANCELLATION POLICY:

Rental Fee is non-refundable. Should the Renter cancel for any reason, the Rental Fee will be considered a tax-deductible donation to the Hardwick Town House. If the venue becomes unavailable due to unforeseen circumstances, and the event is unable to proceed, the HTH shall return the rental fee in full.



Lighting Control Located Here

Accessible Entrance, First Floor
Emergency Exit, both Floors.

Shaded Area Refers to Second Floor

Emergency Exit, both Floors