

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.

FACILITY OVERVIEW

SEATING

The HTH is a multi-use space. Seating consists of folding wooden meetinghouse chairs, which are attached in groups of 1-6 seats. There is a maximum of 256 chairs on the first floor, plus space for two wheel chairs. Balcony has 70 seats for a total seated capacity of 328. Max building capacity, including the public, cast, crew, and/or volunteers is 350 people.

STAGE

The stage measures approximately 24' wide, 18' deep, 16' tall (to the lighting grid), 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.

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

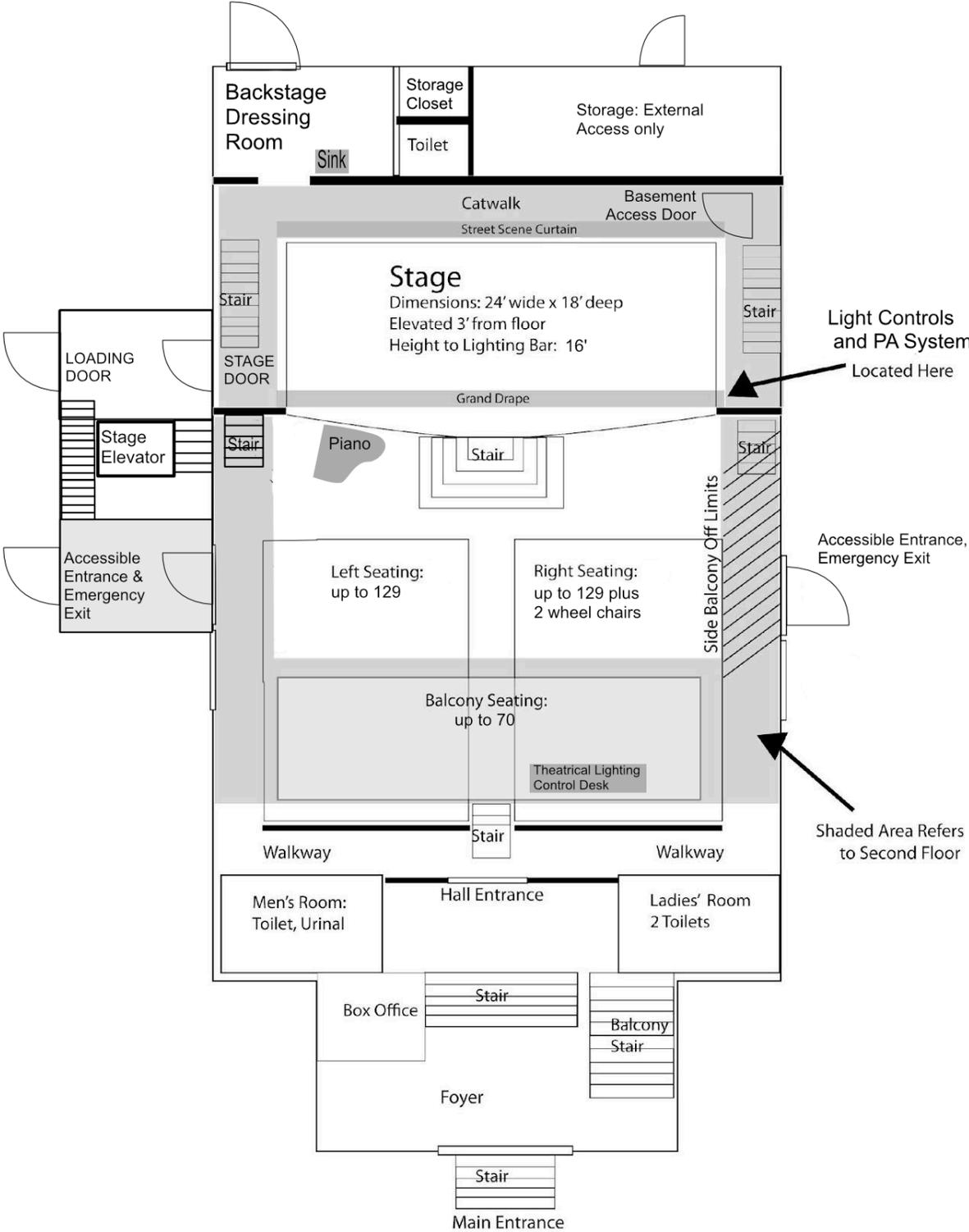
The HTH is known for its pristine acoustics, and it is often preferable to perform without amplification. There is a very basic Peavey Escort PA system available for use at the HTH. It can accept up to 2 Microphone inputs (XLR or 1/4") and one AUX input. One Microphone, a 20' XLR cable, a Mic Stand and one Aux cable are provided. Renter must provide ALL additional sound equipment, and must recognize that the venue is located in a residential area. Excessive volume may be grounds for complaint, and all amplified sound must be finished by 10pm.

ACCESSIBILITY

The main seating area and the stage of the Hardwick Town House are 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. As of 2026, there is a lift for patrons with limited mobility to access the stage. For additional accessibility information or to request services, please write to booking@hardwicktownhouse.org.

Hardwick Town House Diagram

Revised March, 2026



PROTOCOL OVERVIEW

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.

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 board will list all public events on the HTH webpage, but will provide no further assistance with ticketing, publicity, or promotion.

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.

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/decorations 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.

VENUE ADVOCACY

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.

RULES AND REGULATIONS

General Rules. Please read carefully.

- **NO 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. The HTH board will help do this as needed
- 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 ... i.e. during rehearsals, tech-thru, set-up and event.
- 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.
- The only tape permitted for marking/spiking the stage is Blue Painter's Tape (Renter is responsible for purchasing)
- 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.

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 **NORTHEAST KINGDOM ARTS COUNCIL and TOWN OF HARDWICK, VT** 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.

DAMAGE DEPOSIT.

Unless waived by the HTH board, a refundable damage/security deposit of \$250 is required. This may be paid by check on the day of arrival or by paypal in advance of the event. This deposit will be refunded subject to post-event inspection by your HTH Board Liaison within 14 days of the event. If paid electronically, the refund will not include the paypal service fee of roughly \$8.

CANCELLATION POLICY:

If the HTH must cancel and the event is unable to proceed, the HTH shall refund the rental fee in full.

If the Renter must cancel for any reason, they must notify the HTH board immediately at

booking@hardwicktownhouse.org. Refunds are made on the following schedule:

Earlier than 60 days prior: 75% refund

Earlier than 30 days prior: 50% refund

Less than 30 days prior: 0% refund

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:

- On Depot Street (accessible parking)
- Behind the Town House, via Depot Street
- Town Garage lot (access via Creamery Road)
- Church Street (river side only)
- Hardwick Health Center parking lot (after hours only)

PARKING MAP



RENTAL AGREEMENT	DETAIL	FEE
EVENT NAME		
DATE		
TIME		
PRIMARY CONTACT		
PHONE		
EMAIL		
EVENT TYPE	FREE + PUBLIC (\$50) • PRIVATE or PUBLIC TICKETED (\$300)	
THEATER LIGHTING	YES/NO	
GRAND DRAPE	UP/DOWN	
STAGE USE	YES/NO	
PROJECTOR SCREEN	YES/NO	
SOUND SYSTEM	YES/NO	
FOOD AND DRINK	YES/NO	
SPECIALIZED SEATING		
SET-UP/REHEARSAL DAYS		
TOTAL DUE		

IMPORTANT STEPS to secure your HTH booking:

- 1) **Please sign and save a copy of this contract**
- 2) Obtain a copy of your Liability Insurance policy naming as Additional Insured:
“Northeast Kingdom Arts Council and the Town of Hardwick, VT”
If you don't already carry liability insurance, you can purchase single event policies through www.TheEventHelper.com or <https://www.geico.com/event-insurance/>
- 3) Email the contract and proof of insurance documents to Booking@HardwickTownHouse.org
- 4) You will then receive an invoice in the amount agreed above, which you can pay via PayPal using any major debit or credit card.

Once payment is received, your rental date will be secured, and HTH will provide you with details for entering and leaving the Hardwick Town House. **AGREEMENT**

By Signing below, I indicate that I have read, understood and agreed to all the provisions outlined herein.

Authorized Signatory (print):

HTH Board Member (print): Brent McCoy

Signature:

Signature:



Date:

Date: