

Hyannis Arts Hall space use addendum

NOTE: applicant must procure and provide proof of an event liability policy for at least \$1 million, w/ property owner **Federated Church of Hyannis**, 320 Main Street, Hyannis 02601, as certificate holder (the covered party). This is purchased from your insurance company. Sample available.

Note: We have limited part-time staff, so outside groups and individuals using Hyannis Arts Hall **must** provide or hire their own labor for events including all setup, takedown, and other tasks for an event.

We have limited tables available, which can be used by prior agreement with us, but using those are the responsibility of the users to set up and take down after use, as we require.

All necessary insurance and permits required by us and the town must be in place before the event, which usually must happen 30 days before an event. Events not properly permitted or without the required liability insurance in place will be canceled by us and all deposits retained.

Our intention is to always have a staff member present during events and other uses by outside groups to ensure adherence to these guidelines and to advise and be helpful when possible.

- Applicant requesting use of the facility is responsible for obtaining and paying for **any permits or licenses required**. If the public is invited, the applicant will be responsible for payments made directly to the proper authority, with a copy to HAH. Applicant assumes responsibility for any false alarm fees arising from the use of the facility. **Public events with an attendance of 100+ must satisfy Town of Barnstable requirements for a state certified [crowd manager](#) to be present.**
- In our main auditorium, **standing capacity is 325**. Theater-style **seating is limited to 270**. Banquet **tables and chairs limit is 130**. Lorusso Room capacity is 45.

2. Permission to use the building is not transferable. Names, dates, room assignment and requested purpose for use may not be changed once submitted without the written approval from the HAH managing director or their representative.

3. If any fees for police security or fire department personnel are required, these must be arranged for and paid by the applicant.

4. Smoking, illegal drugs, and alcohol (except when permitted for an event), are not permitted in the building or anywhere on the church property. Open flames are not permitted (e.g. candles, heating, cooking appliances, etc.) are not allowed in HAH.

5. No audio-visual equipment and/or services needed by the applicant are included with this agreement. Stacking chairs and folding tables may be moved to suit your group's needs, per our requirements. HAH property may not be removed from the building.

6. Nothing is to be taped, tacked, glued, nailed, etc. onto any floor, wall, or ceiling surface of the building without our approval. No decorations, posters, place cards etc. may be affixed to the building without our approval. Any costs for returning any portion of the facility to its original condition will be the responsibility of the applicant and paid for immediately upon demand.

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7. A **carry-in, carry-out policy** is in effect for all groups unless approved by the managing director or their representative. The applicant is responsible for the total cleanup of the facility space they use. Cleanup includes bagging of all trash, wiping off tables and chairs, sweeping the floor and the removal of all articles or packaging brought into the church. No trash may be left behind. HAH will not be held liable or responsible for any personal items left behind. Litter may not be left behind anywhere on the property, inside or outside the building.

8. All lights, fans, projectors etc. must be turned off and the building secured before leaving. All thermostats are preset and are not to be touched.

9. Use of any other rooms or space in HAH is not included with this agreement unless permission is given by the managing director or their representative. Restrooms are available off the hall lobby. Access to HAH is via the outside double doors into the hall lobby or the rear double load-in doors if needed for the use.

10. The managing director or their representative will unlock the building at a time mutually agreed to. The applicant will be finished in the building for it to be secured at a time mutually agreed to.

11. Current managing director **Bill Ferrall** lives nearby and can be available in emergencies or for other needs before and after an event, at **508-228-8535**.

For applicant/date

For Hyannis Arts Hall/date

NOTES: