

Compass Music and Arts Center Room Rental

Main Function Hall

This space is ideal for functions of all types including, conferences, exhibits, installations, performances, parties and celebrations. The Function Hall is ADA accessible and bathroom facilities, (which are also ADA compliant) are available close by. The Function Hall is fully air conditioned throughout the summer months and heated the rest of the year.

Capacity

The Main Function Hall has a floor area of 2314 square feet

It will accommodate up to 250 people theater style (seated in rows) or alternatively 200 people cabaret style (seated at tables).

Renting periods

You can rent the Main Hall for a **full day** period that is 8 consecutive hours (8am – 4pm which includes set-up and clean-up). It excludes evenings.

You can rent for a **four hour period**, that is 4 consecutive hours either in a morning or an afternoon (and usually a morning from 8am -12am or an afternoon 1pm – 5pm) or an evening period that is 6pm-10:00pm.

A split session, for example 10am-2pm would be charged a full days' rental.

Rental fees

- \$250 per day (a full day period - 8 consecutive hours excluding evenings),
- \$125 for a 4-hour period (morning 8am -12 or afternoon session 1pm-5pm) .

Please note a split session , for example 10am-2pm, would be charged a full day's rental fee.

- \$300. for an evening event 6.00 p.m. -10.00 p.m.
- \$500 for a full day and a consecutive evening. (8am-10pm)

Air conditioning and/or heating charges and commercial cleaning following your event are included in the fee.

Equipment

Included in the rental charge are 50 chairs and twelve tables 60 x 30 x30, Additional tables and chairs can be provided for your event – an additional fee of \$10 per table and \$10 for five chairs will be charged.

Terms and Conditions

1. Set Up/ Clean Up

The Renter must leave the facility in a clean and tidy condition on exiting and ensure that all refuse is placed in the receptacles and garbage bags provided by Compass ready for removal. Compass takes responsibility for commercial cleaning of the rented space, tables and chairs, bathroom facilities and disposal of refuse at the close of the event.

2. Decorating /Signage

Event signage, indoor or outdoor can only be posted with prior approval of Compass. Decoration of the space prior to the event will be discussed and arrangements scheduled in advance. All will be removed by the Renter as part of the event cleanup. No substance that causes permanent markings or damage on the walls, windows, floor or ceiling, such as nails, tacks, glue, staples or tape shall be used.

3. Equipment

The Renter is responsible for any technical equipment, power cables, sound equipment used for the event and for any loss or damage to their equipment during that period. It is the responsibility of the Renter to demonstrate to the Compass Events Manager that the equipment is in good working order before use in the Function Hall and will not in any way damage the property of the Compass Center. All insurance cover on equipment is the responsibility of the Renter.

4. Deposit/Full Payment

On agreeing to rent the Main Function Hall a 50% deposit is required at the time of signing the Room Rental Agreement. Credit card payments are accepted. Checks should be made payable to Diversions LLC.

An Invoice will be sent at least 15 working days prior to the actual event for the remaining payment. The remaining payment must be made at least 5 days prior to the event. Check, cash or credit card are acceptable methods of payment. A late fee of 1.5% per month will be added to all past due accounts.

5. Cancellation Policy

The agreement may be cancelled 10 weeks prior to the event and the Renter will receive full refund of the deposit.

A 50% refund of the deposit will be given if the event is cancelled not less than 6 weeks in advance of the event. A 25% refund will be given of the deposit if cancelled not less than three weeks in advance. If the event is cancelled less than 3 weeks in advance the Renter will forfeit their full deposit.

Compass Music and Arts Center will not be held responsible for events beyond their control which may affect a booked event (accidents, weather, power outages, cancellation of flights and other forms of transport etc.) or for lost, damaged or stolen goods. If Compass is unable to

perform its obligations, then such non-performance is excused with no other liability upon return of deposit.

6. Deliveries/Vendors

Arrangements made by the Renter with outside vendors such as DJs, caterers, delivery of equipment etc must be approved by Compass in advance.

The Renter must be on hand to meet with any vendors, caterers, set – up people that they have contracted with and inform Compass of these arrangements. Compass and its staff are not responsible for payment, acceptance and or signatures for deliveries or vendor services. Deliveries etc must be co-ordinated to arrive on the day of the event. If items are to be held over for an event, Compass reserves the right to make an additional charge for storage of such items.

The Renter is also liable for any damage, interference or excessive wear and tear resulting from its use of Compass facilities or from equipment , material or other objects brought in through the Renter including that which is supplied by deliveries or vendors.

7. Conduct/personal property

The Renter is responsible for the conduct of all guests and all individuals associated with or representing the Renter and for any damages incurred upon Compass.

Compass is not liable for loss, theft, or damage of property belonging to the event's participants.

8 Smoking

Smoking is not allowed on premises, inside the Compass building or on the Compass property.

9. Handicap Accessibility/Parking

Sixty three parking spaces are available at the front of the building with four handicap spaces. Additional parking is available in the rear of the building but there is currently no handicap accessibility to the first floor

10. Catering

All catering arrangements must be preapproved by Compass.

Please ask us about catering for your events.

Events can be self catered by arrangement with Compass

When an event is self catered all food and beverages and their safe preparation, storage, transport and handling are the responsibility of the Renter. A Renter may also use a caterer of their choice. When an external caterer is used all catering needs must be co-ordinated and paid for by the Renter directly with their chosen caterer. The requirements for deliveries and Vendors apply in a self catered or external catering arrangement. (refer to Section 6)7.



COMPASS MUSIC AND ARTS CENTER MAIN FUNCTION HALL EVENT PLAN

333 Jones Drive Brandon VT 802 247 4295 www.cmacvt.org

Please complete and return the original copy of this Event Plan to the attention of the **Manager of Events** at the address above.

This Event Plan must be submitted **45 days prior** to the event.

EVENT INFORMATION

Event Date: M T W Th F Sat Sun , 2015

Time of Event: am/pm to am/pm.....

Set-up Start Time: am/pmTear-down End Time: am/pm.....

*Please allow at least 2 hrs for set up for dinners and 1 hr for receptions. Tear down is a min. of 1 hr.

Type of Event: Luncheon Reception Dinner Meeting/Conference Other:.....

Estimated Attendance: First-time User? yes / no

Name of room to reserve

Will you serve food? yes / no
Arrival Time:

Caterer's Name:

Will you serve alcohol? yes / no
Arrival Time:

Bartender Service/Name:

Will you provide music? yes / no

Type of Music & Provider:

Arrival Time:

Any other deliveries? yes / no

Type of Delivery



**COMPASS MUSIC AND ARTS CENTER
MAIN FUNCTION HALL - RENTAL AGREEMENT**

Compass Music and Arts Center, 333 Jones Drive, Park Village Brandon Vermont 05733 • (802- 247-4295)

Please sign and return the original copy of this Agreement to the attention of the **Manager of Events** (ME) at the address above.

A copy of the Agreement will be signed by the Manager of Events and returned to you. Our facilities are not reserved for your event until this Agreement is fully executed, and a 50% deposit is received. Cancellations of less than **21 days' notice** will forfeit the deposit. An **Event Plan** (Attachment A) must be confirmed and returned to the ME no later than **45 days prior** to your event. Events will not be scheduled with less than **30 days' notice**. The balance due under this Agreement is due in full **14 days prior** to your event.

AGREEMENT INFORMATION

This Agreement is between Diversions LLC ("Licensor"), and the person(s) or entity listed below ("Licensee").

Licensee Name:.....

Billing address:.....

Address 2:.....

Phone:.....

E-mail:.....

EVENT INFORMATION

Event Date: M T W Th F Sat Sun , 2015

Time of Event: am/pm to am/pm.....

Type of Event: Luncheon Reception Dinner Meeting/Conference Other:

Estimated Attendance:First-time User? yes / no

Will you serve food? yes / no

Will you serve alcohol? yes / no

Will you provide music? yes / no

AUTHORIZATIONS

Licensee's signature and initials on each page indicate that Licensee has read and accepted all Terms and Conditions.

Licensee Signature:

Printed Name: Date:

Accepted by (Manager of Events):

Print Name: Date: