



## James Blackstone Memorial Library *Room Rental Policy*

The **James Blackstone Memorial Library** offers a beautiful site for special events such as wedding receptions, fundraisers, parties, and corporate entertainment. Larger special events can make use of the Rotunda and Reading Room, as well as the Auditorium, for entertainment or dining and dancing. The grounds of the library can also accommodate tents for events that wish to include an outdoor element.

### **Basic Rental Policies**

- The Renter agrees to use our facility as is and contingent upon current availability.
- All layout and plans of use must be reviewed and approved by the Events Coordinator.
- Due to the fact that we are open to the public, special events other than meetings or workshops must be scheduled outside of our hours of operation.
- Due to the historic nature of the building, decorations or materials cannot be taped, glued, nailed or attached to the building. Rooms must be left in their original condition. The Renter is responsible for any damages.
- Rentals are at the discretion of the Library Director.
- The Renter must provide a proof of liability insurance document to the Event Coordinator (see #9 on contract).
- The Renter or The Renter's caterer is responsible for general clean-up of the spaces utilized and the removal of all trash and recyclables.
- Smoking is not permitted anywhere on library property.

### **We Provide:**

- The Blackstone Library agrees to provide The Renter up to 12 banquet tables and 130 chairs including set up and breakdown.
- The piano in the Auditorium can be used for special events. The Renter is responsible for arranging and paying for a tuning prior to the event.
- The Renter can make use of the venue's basic AV equipment at no additional charge – screen (50" x 90"), LCD projector, podium, sound system (available in Auditorium only). Renter must make arrangements to become familiar with equipment.
- A member of The Blackstone Library staff will be on site during the event to oversee the venue and provide assistance with any unexpected issues.

### **Catering and Decorations:**

- The Renter is responsible for all food and beverage, decorations, linens/table coverings, coat racks, special or additional rentals, etc., and must schedule delivery and pick up times with the library in advance of deliveries.
- There are no kitchen facilities at the library.
- We recommend The Renter to choose one of the caterers from our preferred vendor list. However, we do allow other caterers; a caterer who has not worked at the Blackstone Library is required to provide proof of a catering license, proof of liability insurance with a \$1m minimum, and to meet with the Event Coordinator prior to the event for a venue walk through and final approval.
- All events serving alcohol require a Liquor Permit. The responsibility of the Liquor Permit is that of The Renter or The Renter's caterer. It is the responsibility of The Renter to make sure its caterer is aware of this requirement. Any event serving alcohol and not using a full service caterer (for example, drop off catering only) must use a TIPS or SMART trained bartender.
- No open flames can be used.
- Sternos/chafing dishes may only be used by a licensed caterer.



## James Blackstone Memorial Library *Room Rental Policy*

### Schedule of Fees

Please utilize the following schedule and fees to determine usage rates for the auditorium, rotunda/reading room, and Lucy Hammer room. **There is a 5-hour minimum for rental of each space; rental time must include event set up and breakdown. A deposit of one-half the full rental rate is required upon submission of the contract to secure the room.** Full payment required 7 days prior to event. Rooms are not guaranteed until the contract has been submitted with fee. Hours in excess and any part there of the contracted time will be billed at the hourly rate. Fees may change from time to time and are subject to adjustment and waiver by the Library Director.

	Business/Private Individual Rates	Civic/Not-for-Profit Group Rates
<b>Auditorium</b> <i>Room capacity – 130 theater style; 90 at dinner rounds; 200 standing</i>	<b>Hourly rate</b>	<b>Hourly rate</b>
Mon – Thu 9 am-8 pm; Fri. & Sat. 9 am-5 pm	<b>\$75</b>	First two hours free of charge
Mon – Thu 8 pm-12 mid; Fri. & Sat. 5 pm – 12 mid Sun, Holidays (generally all day availability)	<b>\$150</b>	<b>\$100</b>
<b>Rotunda/Reading Room</b> <i>Room capacity – 163 theater style; 265 standing</i> Friday, Saturday, Sunday (5 pm - 12 midnight) Holidays (generally all day availability)	<b>\$150</b>	<b>\$100</b>
<b>Audit./Rotunda/Reading Room/Lucy Hammer</b> <i>Room capacity – 303 seated; 475 standing</i> Friday, Saturday, Sunday (5 pm – 12 midnight) Holidays (generally all day availability)	<b>\$300</b>	<b>\$150</b>
<b>Lucy Hammer Meeting Room</b> <i>(Room capacity – 10 seated, board room style)</i> Mon – Thu 9 am – 8 pm Fri – Sat 9 am – 5 pm	<b>\$25</b>	First two hours free of charge



## James Blackstone Memorial Library *Reservation Form & Contract*

Please return this form, signed and with payment, if applicable (see fee schedule). Programs running longer than stated on contract will be billed for extra rental time if necessary. **Begin and End times must include event set-up and breakdown times.**

Event Date: \_\_\_\_\_ Begin Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Check room(s) requested: \_\_\_ Auditorium \_\_\_ Rotunda/Reading Room \_\_\_ Lucy Hammer \_\_\_ All Four Rooms

Today's date: \_\_\_\_\_ Name of Contact \_\_\_\_\_

Organization/Group (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (W) \_\_\_\_\_ (H) \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Business/Private \_\_\_ Non-profit \_\_\_ If non-profit, Fed. I.D.#: \_\_\_\_\_

Purpose (meeting, public program, class, reception, musical event, private party, etc.)

\_\_\_\_\_ Expected Attendance: \_\_\_\_\_

### Specify requirement for library equipment:

\_\_\_ # Chairs (130 max.) \_\_\_ # tables (12 max) \_\_\_ Podium \_\_\_ Sound System \_\_\_ Projector \_\_\_ Screen \_\_\_ Piano

Food/Beverages: Caterer: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

*If the caterer is not from our preferred list, they must be approved by the Event Coordinator; proof of liability insurance and catering license required, plus a walk through with library staff prior to the event. A liquor license is required if liquor is served; no liquor can be sold.*

### Application of Fees:

Room(s) \_\_\_\_\_

Hourly Rate (5 hr minimum) \_\_\_\_\_ # of Hours (incl. event set-up/ breakdown) \_\_\_\_\_

TOTAL FEES \$ \_\_\_\_\_

Deposit amount (50% \_\_\_\_\_ Final Payment \_\_\_\_\_

Check payable to: JBML (*Full payment must be received 7 days prior to the event*)

Approved and adopted by JBML Board of Trustees July 8, 2013

**By signing this Contract the undersigned acknowledges and agrees to the following information.**

1. The Individual/Group/Organization shall use and occupy the room in a safe and careful manner and shall comply with all applicable Municipal, State and Federal laws and rules and regulations.
2. The room shall not be used for any unlawful or immoral purpose or in any manner so as to injure persons or property in, or near the premises.
3. Upon Cancellation of a reserved event, a complete refund will be made if the date is cancelled 6 months or more before the event date. If the event is cancelled 60 days to 6 months prior to the event date, JBML has the right to retain 50% of the rental deposit. If the event is cancelled within 60 days of the event date, JBML has the right to retain the entire rental deposit.
4. The Group/Organization shall not do any act or suffer any act to be done which will in any way mar, deface, alter or injure any part of the James Blackstone Memorial Library.
5. The Individual/Group/Organization shall indemnify and save harmless the Town of Branford and the James Blackstone Memorial Library Trustees from all cost, loss and expense arising out of any liability or claim of liability for any injury to any persons or property sustained or claimed to have been sustained by reason of the use or occupation of the meeting room by the Individual/Group/Organization or by any act or omission of the Individual/Group/Organization or any of its officers, agents, employees, guests or invitees during or associated with such reservations, use or occupancy.
6. The Individual/Group/Organization shall pay for any and all damage to the James Blackstone Memorial Library building, or damage, loss or theft of property done or caused by the Individual/Group/Organization or any of its officers, agents, employees, guests or invitees.
7. The James Blackstone Memorial Library Trustees assumes no responsibility whatsoever for any property placed in the meeting room by the Group/Organization and the City and the James Blackstone Memorial Library are hereby expressly released and discharged from any and all liabilities for any loss, injury or damages to person or property that may be sustained by reason of the occupancy or use of the meeting room by the Individual/Group/Organization.
8. The James Blackstone Memorial Library Trustees reserves the right to control and manage the James Blackstone Memorial Library and to enforce all necessary and proper rules for the management and operation of the same for its authorized representatives to enter the meeting room at any time and on any occasion. The James Blackstone Memorial Library Trustees also reserve the right but not the duty, through their duly appointed representatives, to eject any objectionable person or persons from the James Blackstone Memorial Library and the Individual/Group/Organization waives any and all claims or damages against the town and the James Blackstone Memorial Library Trustees or any and all of their officers or agents or employees resulting from the exercise of this authority.
9. In the event the undersigned is without the necessary authority to bind the Individual/Group/Organization to the terms and conditions set forth herein, he/she shall be personally liable to the Town of Branford and the James Blackstone Memorial Library Trustees for all obligations and duties of the Group/Organization described herein.
10. For special events, the Individual/Group/Organization must provide a certificate of insurance evidencing liability insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate naming James Blackstone Memorial Library as an additional insured. The caterer or bartender must furnish a certificate of insurance showing minimum liability limits including products liability of \$1,000,000 per occurrence and \$2,000,000 aggregate naming James Blackstone Memorial Library as an additional insured. Liquor liability, auto liability and statutory workers compensations should be shown on the certificate as well. The server of liquor must provide the liquor license if needed. No sale of liquor on premises is allowed.
11. The Individual/Group/Organization agrees to abide by the guidelines set forth in the Room Rental Policy.

Responsible Party's Signature \_\_\_\_\_ Date \_\_\_\_\_