



FILE COMPLETED FORM WITH THE LICENSING AGENT

# Town of Provincetown

## Application for Public Use of Town Hall

Pursuant to Regulations Adopted By the Board of Selectmen

DATE RECEIVED  
OFFICIAL USE ONLY

**PART 1 – TO BE FILLED IN BY APPLICANT**

Applicant  Private individual  Private for-profit business  non-profit organization [attach copy of Form 501(3)(c)]

Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Authorized Representative } Name: \_\_\_\_\_  
Or Contact } Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Telephone Days: \_\_\_\_\_ Mobile: \_\_\_\_\_ In Provincetown: \_\_\_\_\_

<b>Event Date(s):</b>	<b>Event Start Time:</b>	<b>Event End Time:</b>
<b>Requested Setup &amp; Breakdown times &amp; Dates:</b> (note: setup dates are not reserved and scheduling conflicts might result with preference given to reserved events. Applicant is responsible for coordinating setup and breakdown directly with Town Custodial Staff)		
<b>Description of Proposed Event:</b> (attach additional information if necessary)		
<b>Anticipated Attendance:</b>	<b>Number of Staff Members:</b>	<b>Number of Private Security:</b>

Will there be food service?  Yes  No *If Yes, special food service permit is required.*

Will there be beer or wine service?  Yes  No *Allow 45 days prior to event for beer and wine approvals.*

Does the entertainment include nudity as described in MGL Chapter 140 Section 183A?  Yes  No  
*If yes, please furnish further information concerning the entertainment.*

**Events where beer & wine are served OR events with more than 100 attendees require a Police Chief approval.**  
A Police Detail may be required. Please contact the Police Department directly at 508-487-1212.

\_\_\_\_\_  
Signature of Chief of Police (if applicable) Date

**CERTIFICATE OF INSURANCE MUST ACCOMPANY THIS APPLICATION**

I agree to the conditions specified in the Regulations for Public Use of Town Hall as adopted by the Board of Selectmen, and to accept the responsibilities of a Responsible Party as set forth therein.

\_\_\_\_\_  
Signature of Authorized Representative/Applicant Date

**Approval hereof is subject to payment of fees as follows: Reservations must be accompanied by a deposit.**

**PART 2 – TO BE FILLED IN BY TOWN AGENT**

**FEES:**

Rental/Utility Fee \$ \_\_\_\_\_ x No. of Days \_\_\_\_\_ = \$ \_\_\_\_\_

DEPOSIT AMOUNT (50% OF TOTAL RENTAL FEE) = \$ \_\_\_\_\_ Paid On \_\_\_\_\_ Ch# \_\_\_\_\_

Remainder of Rental Fee due upon event completion: \$ \_\_\_\_\_

Custodial Fee \$35/hour x No. of Hours \_\_\_\_\_ = \$ \_\_\_\_\_

FINAL AMOUNT DUE UPON EVENT COMPLETION = \$ \_\_\_\_\_ Paid On \_\_\_\_\_ Ch# \_\_\_\_\_

**The above application is hereby approved:**

Distribute copies of approved applications to Town Hall  
Custodian, and Chief of Police [ Revised 05/06/2015 ]

\_\_\_\_\_  
Signature of Town Manager or Designee Date

## **Regulations for Public Use of Town Hall**

*The following proposed fee changes will take effect for events starting January 1, 2016. The cancellation fee change was effective as of March 9, 2015.*

### **Town Hall Rental Fee Schedule**

#### **Non-Profit Organization**

<b>Fee</b>	<b>July – August</b>	<b>May – June Sept – October</b>	<b>Nov – April</b>
Rental/Utility Fee per day	\$1000	\$300	\$200
Multi-day discount (subsequent days*)	\$300	\$200	\$100
Custodial O.T.	\$35/hr	\$35/hr	\$35/hr
Deposit (50% of Rental Fee)	50%	50%	50%
Cancellation Fee (within 9 months of the event)	Deposit total	Deposit total	Deposit total

*Year Rounder's Festival and Town sponsored events are exempt from Rental Fees*

*\* Multi-day events are consecutive days of a single event*

#### **For-Profit Organization and Individuals**

<b>Fee</b>	<b>July – August</b>	<b>May – June Sept – October</b>	<b>Nov – April</b>
Rental/Utility Fee per day	\$4000	\$2,500	\$1000
Multi-day discount (subsequent days*)	\$2,000	\$1,500	\$500
Custodial O.T.	\$35/hr	\$35/hr	\$35/hr
Deposit (50% of Rental Fee total)	50%	50%	50%
Cancellation Fee (within 9 months of the event)	Deposit total	Deposit total	Deposit total

*\* Multi-day events are consecutive days of a single event*

*Fee last revised on 4/13/2015 and became effective at the time of publication: April 23, 2015.*

## **REGULATIONS FOR PUBLIC USE OF TOWN HALL**

Adopted 2/12/90; as amended thru 11/13/95 and effective 1/1/96  
Amended 4/27/98 and effective 5/1/98. Amended 2/14/02  
Amended 5/10/2010 and effective 5/20/2010  
Amended 9/27/2010 and effective 10/7/2010  
Amended 1/23/2012 and effective 2/16/2012  
Amended 4/13/2015 and effective 4/23/2015

### **Public use of the Provincetown Town Hall Auditorium and other spaces in Provincetown Town Hall is subject to the following regulations:**

1. Prior approval of the Authorizing Officer of the Town. The Authorizing Officer for the Town shall be the Town Manager or designee of the Town Manager.
2. Application for public use of Town Hall is to be made to the Department of Community Development on the appropriate forms, which will be provided by the Town.
3. For each permitted use, a single representative of the user will be designated as the responsible party. The responsible party shall be required to sign an assignment of responsibility form stating that they, or a responsible organization for which they are an authorized agent, will hold the Town harmless from any and all liability relating to the permitted use, and that they will defend the Town in connection therewith. Nonprofit requests must be made by a non-profit and include a current IRS 501(c) (3) form letter. The application needs to be signed by an authorized officer of the non-profit or include a letter containing the non-profit's letterhead appointing an authorized agent for the purposes of the application and declaring that the event is a fundraiser for the non-profit.  
(Amended 4/13/2015)
4. The responsible party or organization agrees to pay for the repair of any damage to the premises or its contents, or to pay for the replacement of any contents damaged, as a result of the permitted use, and to cover any potential legal costs associated with the recovery of damages.
5. Delegation of permission for use or any form of subletting is prohibited.
6. A designated Town Officer will have the authority and responsibility to oversee and regulate permitted uses. This Town Officer will be designated by the authorizing Officer and must be present during the permitted use, including any set up prior to or break down after each event.
  - a. For most uses, the Custodian in charge of the building will be designated as the Town Officer.

- b. Under certain circumstances, a custodian from another Town building, a Police Department Officer, or other Town employee may be designated as the Town Officer.
7. The responsible party, once use has been permitted, will arrange to meet with the Custodian in charge to discuss specific access times and set-up requirements. This meeting should take place no later than two weeks prior to the permitted use. It is required that a custodian be on duty at all times access has been requested. The Custodial Fee is incurred for all hours after normal business hours and on weekends and will be assessed to the rental party. Access to the Hall is restricted during business hours unless approved by the Authorizing Officer. The responsible party will notify the Custodian in charge upon the beginning and ending of each rental period. If more than one person (but not more than two) is authorized to be responsible for access and security, their name, address and telephone number must be submitted in advance to the Authorizing Officer.
8. There shall be no alteration of the premises or contents (except as set forth in item #9) without prior approval by the Authorizing Officer.
9. Advertising, decorations, etc., if any, on the premises must be approved by the Authorizing Officer and, subject to local zoning by-laws, licensing regulations and required permits. Banners, decorations, art, sets, equipment or other items are strictly prohibited from being attached to the walls with either tape, nails, tacks or any other material that will permanently mark the finish or destroy the woodwork of the walls or floors. (Amended 1/23/2012)
10. Permission for use includes only the normal installed electrical and other facilities. Additional lighting or electrical equipment of any nature must be approved and inspected by the Wiring Inspector in advance of the event. Unusual loading of other types, or the use of additional equipment of any nature must be approved and inspected by the Inspector of Buildings and the custodian in charge.

Use of the elevator for transporting of equipment is allowed only under the direction of the Custodian in charge. Such use is allowed only when the elevator protection pads are in place. These pads must be installed by the Custodian in charge, and must be removed before the elevator is used to carry passengers attending the event.

Permitted use does not include the use of any Town sound equipment in whole or in part. Sound equipment must be secured by the rental party and inspected and approved by the Wiring Inspector prior to use.

No reserved parking is available with the rental of Town Hall due to handicapped accessibility. Special arrangements for the temporary parking of vehicles for unloading and loading must be arranged with the Custodian in charge. Under no circumstances can vehicles be parked behind Town Hall when the building is open to the public. handicapped accessibility to the elevator entrance, the handicapped parking and drop-off areas must be maintained at all times when Town Hall is open to the public.

11. Access to the permitted space and limitations on the space permitted shall be as specified by the Authorizing Officer. In the case of the Town Hall Auditorium, normal access will be via the front (South) door of the Town Hall.
12. In addition to the rental fee, a custodial charge shall be assessed in accordance with the current rate schedule for each day of permitted use. A custodian shall prepare the permitted space and shall clean the space after use. At the discretion of the Custodian in Charge, the presence of additional custodial staff and/or restroom attendants may be required during the permitted use, or if additional access time is required for delivery, set up or break down of equipment. Associated costs for this additional personnel would be at the expense of the rental party in accordance with the current rate schedule.
13. Public use of Town Hall Auditorium with over 100 anticipated attendees requires a special duty police detail subject to the Police Chief's discretion. This detail must be scheduled the entire time the event is open to the public. Arrangements should be made directly with Police Headquarters and confirmed to the Custodian in charge. All details must be scheduled prior to approval of application for Town Hall use, with payment therefore to be made upon approval of rental in advance of the event. Payment for Police details is made directly to the Police Department, and is not covered by the rental fees."

If, in opinion of the Special Duty Police on duty and/or the Custodian in charge, special duty officers are needed in greater numbers than present at any given time, additional officers will be detailed at the expense of the rental party with no advance notice required.

14. Events will not be permitted which interfere with the normal routine of Town business or normal use of the premises concerned. If a permitted event, as it develops, so interferes, the users and appropriate Town Officials will mutually attempt to resolve the interference. In the event of a conflict, failing such resolution, the use permission will be suspended or revoked in favor of the Town's needs without the Town incurring any resultant liability.
15. Town Hall Auditorium is available for use seven (7) nights a week outside of the hours of operation of Town Hall, subject to availability of the auditorium, custodial staff, and

special duty police officers. Access to the space by Town Officials shall not be restricted. Access to the space by the public during normal business hours shall not be restricted, and in the event of a conflict, Town business will prevail over permitted use with no resultant liability incurred by the Town. (Amended 1/23/2012)

16. Reservations and Cancellation:

The auditorium may be reserved a maximum of 18 months in advance but not less than 30 days prior to the event, nor 60 days prior to the event if beer or wine is requested, consult the Licensing Agent for the Licensing Board meeting schedule. The Town Manager shall have discretion in the event of a scheduling conflict; preference should be given to recurring events. (Amended 1/23/2012)

Reservations require a deposit of 50% of the Rental/Utility Fee for each reserved day/night. Deposits accompanied by a completed and signed application form must be submitted to the Department of Community Development at the time the reservation is made. Failure to pay deposit or balance amounts due within the required time period will result in automatic cancellation.

When application is approved /disapproved by the Authorizing Officer, confirmation will be sent to the responsible party.

Reservations cancelled within nine (9) months of the permitted use are subject to a cancellation penalty of 100% of the deposit total. (Amended 4/13/2015)

17. The use of other Town Hall meeting rooms will not be permitted by any private group, organization, or individual. The only space available for permitted use is the Town Hall Auditorium, unless approved by the Town Manager.

18. All permitted uses of Town Hall Auditorium must be accessible to the public, pursuant to the Americans with Disabilities Act (A.D.A.) of 1990 (42 U.S.C. 1201 et seq.), which prohibits discrimination against disabled individuals in private and public employment, public accommodations, public transportation, government services, and telecommunications. By contracting for the use of Town Hall facilities, the responsible party assures the Town that it complies with the Americans with Disabilities Act and does not discriminate against the disabled. The responsible party shall also include this requirement in agreements entered into with any subcontractors associated with the permitted use. (Amended 1/23/2012)

19. All permitted users must provide a detailed agenda or description of the event or function to the Department of Community Development at the time an application is submitted. In the event of advance ticket sales, the location of ticket sales and the price of tickets must be included in this description, along with copies of advance advertising.
20. Proper liability insurance will be required in the amount of at least One Million Dollars (\$1,000,000.00). An original certificate indemnifying the “Town, its officers, agents, and employees” must be submitted with the application, or provided to the Town a minimum of 30 days prior to the event to avoid forfeiture of the deposit. (Amended 1/23/2012)
21. Approval of an application to use the Town Hall Auditorium does not relieve any applicant of its responsibility to obtain any other necessary licenses or permits, and does not constitute independent approval of any such licenses or permits.

Service of food of any kind requires a permit to be issued by the Board of Health. Such permits must be applied for directly with the Health Department. A copy of said Permit must be submitted to the Department of Community Development at the time it is issued.

22. The permitted rental occupancy of the Town Hall Auditorium is as follows: Auditorium Floor: 428 persons (420 seats and 8 wheelchair spaces); Balcony: 280 persons; total 708 persons. Under no circumstances can the total occupancy of the floor exceed 428 persons or block access to the wheelchair spaces, or can the balcony exceed 280 persons during the permitted use. Failure to adhere to this occupancy code will result in the interruption of the event in progress until the maximum occupancy level is maintained, or cancellation of the event in progress. (Amended 1/23/2012)
23. No licensed entertainment shall be permitted in Town Hall after Midnight. (A waiver of 1:00 am on New Years Eve may be approved by the Town Manager).
24. Beer and Wine may be served at an event only upon the expressed approval of the Board of Selectmen and pursuant to Provincetown Licensing Board’s Regulations. An application for beer and wine service must be signed off by the Town Manager and Police Chief. Licensing Board approval may be required, consult the Licensing Agent for the Licensing Board meeting schedule. (Amended 4/13/2015)
25. No beer or wine service shall be permitted in Town Hall after Midnight. (A waiver of 1:00 am on New Years Eve may be approved by the Town Manager).
26. Events with beer and wine service shall comply with the following additional liability insurance requirements: (Amended 1/23/2012)

- a. Provide copy of Commercial General Liability with a minimum limit of \$1,000,000 per occurrence / \$2,000,000 general aggregate with the Town named as “Additional Insured”
  - b. Provide copy of Liquor Liability Coverage with a minimum limit of \$1,000,000 per occurrence / \$2,000,000 general aggregate with the Town named as “Additional Insured”
  - c. Provide copy certificate of insurance showing that a Workers’ Compensation policy in effect. The Town would NOT be an additional insured on this policy.
  - d. Ensure that all bar tenders are TIPS trained.
27. Violation of any regulations or specific condition of permitted use may cause permission to be suspended or revoked and/or may be cause for refusal to grant permission for future uses.

Regulation will be effective at the time of publication: April 23, 2015



# STAGE INFORMATION

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## Measurements

1. From extreme front of the stage to the back surface – 20'
2. Stage is 36" above auditorium floor with 5" lip
3. Stage Right – 7' x 14' (includes power to the stage and 4'2" x 2'6" air duct)
4. Stage Left – 7' x 14' (includes 5' x 5' power chair lift and 4'2" x 2'6" air duct)

## Additional Information

1. There is **NO** orchestra pit
2. The stage is all wood
3. The stage does **NOT** include black scrim
4. There are no dressing rooms
5. There are no showers, nor sofas or cots
6. There is an elevator in back of building, which opens stage right on the third floor.
7. Load in/out Parking – discuss with custodians for use.
8. No working stage manager – however talk to custodians

# PIANO INFORMATION

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Renters of Town Hall who would like to have the piano tuned may do so at their expense by calling one of the following people/organizations:

- Sky Power - (508) 487-4445 ([sky@skypowerart.com](mailto:sky@skypowerart.com))
- Jim Pfeiffer - (508) 237-0888 ([jim@jpfinetuning.com](mailto:jim@jpfinetuning.com))
- Jonathan Page - (508) 432-5262 ([jonpage@comcast.net](mailto:jonpage@comcast.net))

Please check with the Town Hall custodial staff if you plan to use another vendor to tune the piano.

# Memo

**To:** Sharon Lynn, Town Manager  
**CC:** David Gardner, Assistant Town Manager; Darlene Van Alstyne, Licensing Agent  
**From:** Beau Jackett, MIS Director  
**Date:** 2/17/2011  
**Re:** Town Hall Auditorium Sound System Usage

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The current rental agreement for the Town Hall auditorium explicitly prohibits any use of the town's sound system. However, it is possible for sound system serve as a simple pass-through device to the auditorium's optimized speaker array. This would benefit the renter because the system has been calibrated to cover all areas of the auditorium, including the balcony – whether for speech intelligibility or music amplification.

Audio Associates has integrated a line-level input on the side of the sound system. This provides a simple, single connection and allows the renter to take advantage of the sound system's capabilities – without compromising the integrity of its primary purpose, which is to serve functions such as town meeting and other town-sponsored events.

This setup also eliminates the need for the town to furnish a sound engineer as part of the rental agreement. The renter will be responsible for providing their own equipment, and if necessary, their own sound engineer. If access to the sound system is requested, the custodian will power it up. The rest is up to the renter. Volume and mixing controls would be provided via the renter's own equipment.

The attached technical document describes the components of the auditorium's sound system, as well as the requirements for a renter to make a physical connection to it. Simply put, this connection provides a means to use the speakers in the auditorium. If a renter does not wish to use the auditorium's speakers, but requires amplified sound, they would need to furnish their own speakers along with the rest of their own equipment to drive the speakers. In that circumstance, connection to the town's sound system would not be necessary.

Please let me know if you have any questions.



# Provincetown Town Hall Auditorium Sound System

## **System Access**

Customer access to the sound system is achieved via a line level XLR input located at the left side of the equipment rack. Input would need to be via a customer supplied audio mixer with a line level output. This input is dedicated for this purpose and is routed into the sound system via a line level mixer.

## **Loudspeakers**

The auditorium features (8) Vector Loudspeakers SRW-4LA line array loudspeakers. At each side of the stage are four elements containing 32 x 4" full range loudspeaker drivers. The 12 foot line arrays were designed to take into account the room's acoustical characteristics which have a prominent frequency boost at 250-400 Hz. The line arrays will maintain a zero degree vertical pattern control down to 100Hz which keeps speech intelligibility to a maximum in the space.

Two Vector Loudspeaker SRW-1200 12" subwoofers are also furnished to enhance bass reproduction below 120Hz.

## **Amplification**

Two Crown XLS1500 amplifiers power the line array loudspeakers. One amplifier (both channels driven) powers the two lowest elements of the line arrays per side and the other amplifier (both channels driven) powers the two highest elements on either side of the stage. This will deliver 525 watts per double element.

A Crown XLS1500 is provided to power the two subwoofers, they deliver 1550 watts of bass augmentation.

## **System Control**

The system utilizes digital loudspeaker management via a dbx DriveRack 260. This allows the room to have the upper two loudspeaker elements per side shut off when the balcony is not in use. This allows for four equalization settings for room configuration; the first is auditorium floor use only (no subwoofer), the second is for the entire facility coverage (no subwoofer), third is with use of the subwoofers with the lower elements only and the final is with all the line array elements and subwoofers. Each configuration has been optimized to the room characteristics, EQ settings, feedback control and compression/limiting settings which are specifically tailored for that each of these configurations. These configurations are accessed within the back of the rack via a dbx ZC3 program selector module.



# Beer and Wine Service

Pursuant to *Regulations for the Public Use of Town Hall*, beer and wine service may be permitted subject to the following restrictions:

Beer and Wine may be served at an event only upon the expressed approval of the Board of Selectmen and pursuant to Provincetown Licensing Board's Regulations. An application for beer and wine service must be signed off by the Town Manager and Police Chief prior to being sent to the Board of Selectmen. Licensing Board approval may be required, consult the Licensing Agent for the Licensing Board meeting schedule. Please allow minimum of 60 days prior to event for licensing approvals.

No beer or wine service shall be permitted in Town Hall after Midnight. (A waiver of 1:00 am on New Years Eve may be approved by the Town Manager).

In order to serve beer or wine, you must hire a caterer with proper licenses or obtain a *Special Alcoholic Beverage License* from the Provincetown Licensing Board.

According to ABCC Regulations, Special License ("1-Day License"): "The Local Licensing Authority may issue special licenses for the sale of wines and/or malt beverages to any enterprise, however, special licenses for the sale of all alcohol beverages may be issued to non-profit organizations only."

The Local Licensing Authority cannot grant special licenses to:

- a. any person for more than 30 days per calendar year,
- b. to any person that has an on premises license application pending before it,
- c. any premises that has an alcoholic beverage license

Special Licenses must purchase alcoholic beverages from a licensed supplier. Special licensees CANNOT purchase alcoholic beverages from a package store and CANNOT accept donations of alcoholic beverages from anyone.

Caterer license does not authorize a caterer to purchase, sell or resell alcoholic beverages.

Beer and wine may only be SOLD in town hall by an event with a Special "1-Day License".

**The following additional requirements apply to applicants seeking to serve wine or beer in the auditorium:**

- 1. Applicants must provide a copy of Commercial General Liability with a minimum limit of \$1,000,000 per occurrence / \$2,000,000 general aggregate with the Town named as "Additional Insured"**
- 2. Applicants must provide copy of Liquor Liability Coverage with a minimum limit of \$1,000,000 per occurrence / \$2,000,000 general aggregate with the Town named as "Additional Insured"**
- 3. Applicants must provide copy certificate of insurance showing that a Workers' Compensation policy in effect. The Town would NOT be an additional insured on this policy.**
- 4. Applicants must ensure that all bar tenders are TIPS trained.**

## The 12C Caterer's Liquor License

### My caterer tells me that they have a liquor license. What does that mean for my event?

The Caterer's License is an on-premises, state issued alcoholic beverages license, which allows a caterer to sell alcoholic beverages at *private events* for no more than 5 hours in a city or town that permits on-premises licenses under M.G.L.c. 138, §12. Licensed Caterers cannot sell or deliver alcoholic beverages at events which occur in a licensed premises, i.e. a restaurant, hotel, club, etc.

Before the event a Licensed Caterer **MUST**:

1. Purchase its inventory of alcoholic beverages from licensed wholesalers
2. Maintain liquor liability insurance in a minimum amount of \$250,000/\$500,000\*
3. Only permit individuals who have been certified by a nationally recognized alcoholic beverages server program to serve alcoholic beverages.
4. At least 48 hours before any private event:
  - Notify the police chief and the local licensing authority that the licensed caterer will be serving alcoholic beverages in the city/town;
  - Provide a copy of the caterer's license to the police chief and the local licensing authority;
  - Provide proof of insurance to the police chief and the local licensing authority; and
  - Provide an emergency contact number for the license manager to the police chief and the local licensing authority.

*\* - Please refer to the Regulations for rental of Town Hall for local requirements regarding minimum required liquor liability amounts.*

### What constitutes a private event?

The ABCC defines a private event as one that is "not open to the public" for purposes of a caterer's 12c license which:

- a. Has a host; and
- b. Has restricted access to invited guests only; and
- c. Was not publicly advertised.

### What happens if my event is open to the public?

If your event is open to the public and/or publicized and you are using a caterer with a caterer's license from the state you must apply for a special one-day license. Either you or your caterer may apply for the one-day license.