

# The 204 Cultural Arts Municipal Building

204 Sisson Road, Harwich MA

Department of Cultural Affairs / Harwich Cultural Districts

## Booking Procedures for Rentals

Below you will find information on how to proceed with renting space at The 204. No space is guaranteed and is open to availability and if it works for the space. Not all events will be permitted on town property. Please be advised it is the sole discretion of the Director of Cultural Affairs to rent and book the facility under the advisement of the Town Administrator and the Board of Selectman. These booking procedures are used to be the best practice for event rentals and will serve as a way to inform interested parties what it takes to rent space. All space is as is. Schedule your appointment today to discuss the event application and take a tour. The Director of Cultural Affairs is open to working with new and former renters of the space.

### Pre Booking

- Phone Interview with Director of Cultural Affairs
- Site Tour and Visit to discuss event and layout
- Schedule dates and times
- Discuss Rental Rates and Estimate
- Complete Application

### Required Deposit and Payments

- For all events a non refundable deposit of \$100 is required to hold the date. Deposit gets applied to your event balance
- Balance for event is due within 7 days before event
- Rates are \$100 per hour with a Labor fee of \$45 an hour for evening and weekend events

### Required Documentation

- Signed Application
  - Completed and submitted with deposit for event date
- Signed Contract
  - Completed and on file with the Cultural Affairs Department
- Copy of Certificate of Insurance
  - Required proof due 14 days prior to event date
  - General Liability Insurance \$1,000,000 Bodily Injury & Property Damage Liability per occurrence/ \$2,000,000 aggregate with the Town of Harwich listed as additional insured.
  - Liquor Liability if serving alcohol is at least \$1,000,000 each occurrence /\$1,000,000 aggregate with the Town of Harwich names as Additional Insured.
- Copy if TIPS Certificate
  - Required proof 14 days prior to event

- All Events serving Alcohol must be compliant
  - <https://www.tipsalcohol.com/massachusetts-tips-training.html>
- Copy of Massachusetts Crowd Manager Certificate
  - Any and all events that are open to the public require certification
  - Required proof 14 days prior to event
    - <https://www.mass.gov/crowd-manager-regulations-and-training-program>

## Licensing Requirements

In order to meet licensing requirements these applications must be submitted 30 days before your event to ensure you may be able to obtain a permit. Please note that the Select Board schedule changes during the summer and winter. This is imperative to watch meeting dates to ensure you can get your permit in time.

- Board of Health
  - One Day Event Permit
    - <https://www.harwich-ma.gov/health/pages/apply-for-a-permit>
- Select Board
  - Liquor License/Special Event Permit
  - Complete and submit to the Town Administration Office
    - Liquor \$50
    - Special Event \$25
      - Questions can be addressed by the Town Administration Office

## Marketing

- Renters are responsible for their own marketing of their event
- The renters will receive a free web listing under our Upcoming Events Page on 204sisson.com
- A social media blast will be made on behalf of the 204 regarding the event
- We ask that all renters Tag @the204 or @204Sisson when putting using social media
- Ticket Links and other details regarding the event should be submitted to the Director of Cultural Affairs
- If the event has sponsors and you are in need to display banners, cars or other items related to this program please do not hesitate to contact us to see what limitations their may be.

## Detail Requirements

- The Town of Harwich Police and Fire Departments reserve the right to determine if an event will incur a detail requirement. These parameters will be set by the respective departments and details will be provided and paid for by the renter

## Cancellation Clause

- At any point The 204 Cultural Arts Municipal Building can terminate the contract with the renter. Terminations and cancellation of the contract can come from a variety of reasons ranging from but not limited to damage of the facility, not meeting facility expectations, violation of rules and regulations.

## Audio and Technology

- At the 204 we do have limited available items for the use of Audio and Technology for events. We do ask that you provide your own system for any event. If you are in need of equipment the facility has the following. Any use of these items will incur a \$150 technology fee to any event rental.
  - 2 portable sound systems
  - 2 Wireless handheld Mics
  - 2 Microphone Stands
  - 1 Lapel Mic
  - XLR Cables
  - Projector
  - Screen
  - HDMI Cable

## Vendors

- Any and All vendors coming into the 204 Cultural Arts Municipal Building to provide services for a renter must be vetted by the Director of Cultural Affairs. Insurance for each vendor must also be provided.

## Facility Rules and Regulations

- Smoking Is prohibited in the facility and within 25 feet of Town Property
- The use of Pyrotechnics are strictly prohibited
- The use of Haze or other smoke machines are strictly prohibited
- Alcohol license must be completed within 30 days of the event and submitted to the Select Board for Approval, No alcohol will be allowed on site if there is not a license
- Only prepackaged foods can be sold without obtaining a food service permit. The following foods are prohibited: Cotton Candy, Snow Cones, and Peanut Shells
- Glitter is prohibited. If glitter is used renter understands that there is an additional \$150 cleaning fee that will be charged. If not pay the renter will not be allowed to book at the facility for future events
- Renters are responsible for their own security, ushers, and other volunteers
- Open flame candles are prohibited
- Fire exits and Crowd Manager message must be played before start of performance
- 30 day notice is required for cancellation to avoid any fees
- Renters must be transparent regarding their time needs, load in, performance, and load out times must all be noted. The staff is scheduled based on the times that are detailed per each event. You will run the risk of not gaining access when needed if those times are not scheduled
- Renters are responsible for their own event set up and breakdown
- The Town of Harwich is responsible for providing one staff member to oversee the facility during the event
- Overnight parking is not allowed on site unless written permission is obtained
- Rates are subject to change at the discretion of The Town of Harwich