



## Hartt Concert Hall Usage Policy

### USAGE POLICY FOR CONCERT HALLS

THIS USAGE POLICY IS A PART OF THE CONTRACT AGREEMENT FOR THE UNIVERSITY OF HARTFORD'S, HARTT SCHOOL VENUES.

THE AFOREMENTIONED CONTRACT AGREEMENT AND THIS USAGE POLICY ARE THE ONLY AGREEMENT BETWEEN THE PARTIES RELATIVE TO THE VENUE THE CLIENT HAS RESERVED AND NO ORAL STATEMENTS OR PRIOR WRITTEN MATTER SHALL HAVE ANY FORCE OR EFFECT.

### RESERVATIONS AND SCHEDULING:

The reservation for the event should encompass all of the time needed to set-up, execute and strike your event. Venue Staff will honor to the reservation times as stated in your Contract Agreement. Venue Staff are not permitted to change any portion of the Contract Agreement. Should the reservation times need to change prior to the scheduled event, the Client must notify the Hartt Facilities Manager no later than two weeks prior to the event.

### SET-UP INFORMATION:

The Client shall provide, to the Hartt Facilities Manager, all requirements (technical, ticketing, catering, etc) for the scheduled event no less than two weeks before the event. This shall include but not limited to: chairs, stands, choral risers, microphones, and/or pianos (including piano tuning). If the event requires special considerations, in addition to the items listed above, a meeting will be coordinated with the Technical Director of the reserved Venue. All adjustments to the set-up must be approved the venue Technical Staff.

### CONTRACT TIMES:

Time is the essence of the Contract Agreement. The University shall provide the previously agreed upon technical needs for the event before the Client has arrived. The Client shall not arrive prior to the Performance Access Time. Venue Staff will wait up to 30 minutes past your scheduled Performance Access Time. If the Client fails to show or has not notified the Venue Staff, at the agreed contract number, the Client's reservation is forfeit and the Venue Staff are will secure and close the Venue. Understanding the nature of live events, the Client's event should end at approximately the Performance End Time. The Client shall acknowledge the End Time of the Contract Agreement. The Venue shall be cleared, emptied, and doors locked and at the End Time.

### STAFFING:

The University shall provide Venue Staff for the length of the scheduled event. Venue Staff, if not in the immediate space, shall provide a means of contact in order to respond to the Client's needs. Any personnel added after the Client's arrival, if available, shall be at the Client expense. The University shall determine the number of Venue Staff for the Client's event.

For events requiring the Venue Staff to be on site for more than 5 hours, a meal break shall be included in the Venue Staff's time. The Client agrees to vacate the venue at the agreed time and not be allowed access back into the venue for one hour. Should the event be longer than 8 hours an additional meal break shall be included. The Client may not remain in the space without a Venue Staff member present.



#### VENUE SEATING CAPACITY:

Due to Fire and Safety Regulations the following applies:

Every patron must have a seat.

There must be clear fire aisles in the Venue. Please check with the Venue Staff of where the fire aisles are located.

There is no sitting or standing in the aisles.

There is no standing room.

Video Equipment are not to impede any aisles and stairs and all wires must be covered and taped to the floor.

#### FOOD AND RECEPTIONS:

Food shall not be allowed into any in Venue. Receptions are to be held outside of the Venue.

The Client is required to inform the Venue Staff two weeks prior the event if the reception is to be part of the event. Please indicate this on the set-up form. The Client is responsible to remove all trash and items from the Venue after the reception. This includes the reception area, backstage, greenrooms, and dressing rooms. The Venue Staff shall determine the appropriate placement of tables for the reception. If the reception and other pertaining areas are not sufficiently cleared, the department or individual will be charged a \$120 custodial services fee.

Print Name:

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Your Signature

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