

HECKSCHER PARK - HUNTINGTON VILLAGE

CHAPIN RAINBOW STAGE RENTAL POLICY



The Town of Huntington Department of Parks & Recreation operates an outdoor theater Chapin Rainbow Stage in Heckscher Park located on Prime Avenue and Route 25A (Main Street) in Huntington, New York. This is the only outdoor location where cultural and entertainment programs can be held in a fully equipped facility. Over many years, the theater has been mainly utilized for the Huntington Summer Arts Festival, which is produced by the Huntington Arts Council, Inc. (HAC) for the Town of Huntington.

PRIORITY I - HAC has been designated by the Town Board as the agency to plan and coordinate the Huntington Summer Arts Festival in cooperation with the Department of Parks & Recreation. In order to accomplish this task, HAC is designated as having exclusive use of the theater from June 10 through August 30 Labor Day each year for the purpose of producing the Festival.

Scheduling for the Festival is entirely in the hands of the HAC. The Arts Council evaluates the talent in order to maintain the high professional standards of the Festival and to ensure that no presentation is of a commercial nature.

PRIORITY II - Before and after the Festival, the theater can be used for non-cultural and non-fundraising programs by organizations (with the highest priority going to Town of Huntington organizations), upon meeting the following conditions:

Application

Submit application of the Department of Parks and Recreation at least two (2) months before the date of the event. Applicant must meet the following criteria:

- ✓ Applicant must submit the appropriate application and permit fee as applicable.
- ✓ Application must include the name of the organization with listing of names, addresses, and phone numbers of the Board of Directors.
- ✓ A description of the event planned and list of equipment applicant intends to use in the theatre, as well as equipment applicant intends to rent for the event.
- ✓ Application must be mailed to: Department of Parks and Recreation, Town of Huntington, 100 Main Street, Huntington, NY 11743.

Upon Application Approval

- ✓ The Department of Parks & Recreation will advise the applicant that their event date has been reserved, giving the organization one (1) month to provide the Department with the insurance certificate and the performance bond to complete their permit application. If these terms are not on file with the Department by the indicated date, the event is automatically canceled.
There is no rain date.

Applicant Restrictions

Chapin Rainbow Stage renters cannot charge admission to an event without approval by Town Board Resolution. Activities must take place within the Heckscher Park hours of operation.

Applicant Responsibilities

- ✓ Provide an insurance certificate naming the Town of Huntington and the Huntington Arts Council, Inc. as an additional named insured's. The Certificate of Insurance to be filed shall indicate Comprehensive General Liability Insurance with a bodily injury limit of \$2,000,000 combined/single limit. The policy must be in the name of the organization and the President of the organization, with the Town of Huntington, the Town Board of Trustees and the Huntington Arts Council, Inc. named as certificate holder. Applicant further agrees to indemnify and hold the Town of Huntington, the Town Board of Trustees and Huntington Arts Council harmless from any claim arising from the event and the use and occupancy of the premises such indemnification shall not be limited to the limits of any insurance policy specified. Certification of insurance coverage is subject to review and approval by the Office of the Town Attorney, and shall be by endorsement.
- ✓ Post a performance bond (performance bond, certified check or cash) in the amount of \$1,000 to cover the cost of any damage to the theater, facility equipment, or Heckscher Park grounds. Liability for any such damage is not limited to the amount of the performance bond or cash/check security, and the applicant remains usable for and deficiencies.
- ✓ Responsible for staff and operational expenses related to the event. In all instances, the rental fee (cost for the administration set up and take down) is \$850 for Huntington-based organizations. In all instances cost for set up and take down is \$1,500 for non-Huntington based organizations. (Huntington based organizations are defined as having at least 75% of its membership as residents of the Township of Huntington). In all instances additional expenses (such as technical staff, staff salaries, rentals, etc.) will be determined by the HAC, based on the event's technical information provided by the organization that wishes to rent the theater. Technical staff salary expense is based on current hourly rates and time and a half after forty (40) weekly work hours.
- ✓ Responsible for reimbursing the Town of Huntington for any additional security expense for the event, should the Town, at its discretion, determine that additional security is needed.
- ✓ Responsible for cleanup of the dressing rooms and theater grounds at the end of the event.
- ✓ Responsible for following Heckscher Park's Chapin Rainbow Stage Policies. This policy document provides rules and regulations regarding facility use of the theater. This document must be signed by the President, Executive Director or Board Chair of the applying organization. Refusal to follow the Chapin Rainbow Stage Policies will automatically cause the cancellation of any rental agreement with the Town of Huntington.
- ✓ Responsible for providing timeline of event activities, performing artists names, addresses and contact information no later than one month prior to event.*

Town Services

If permission is granted, the Town will provide the following services at the cost indicated:

- ✓ Open the Theater
- ✓ Provide staff necessary to operate the theater based on the equipment utilized, overall program content, and the size of the estimated audience. The number of staff necessary will be determined by the HAC.
- ✓ Provide general basic lighting that is currently available on stage at time of rental.

- ✓ Provide one public address (P.A.) system.
- ✓ Provide Town of Huntington Public Safety
- ✓ Provide custodial services.

Staff and Operational Expenses (based on one (1) day rental):

Basic Rental Fee (for HAC Administration.)	\$ <u>850.00 min.</u>
Additional Fee for non-Huntington groups (for TOH Admin. & Maint.)	\$ <u>650.00 min.</u>
Technical & Audio Crew Expenses	\$ _____
Public Safety	\$ _____
Custodial Services	\$ _____
TOTAL EXPENSE	\$ _____

Expenses above are determined by current hourly pay rates and at time and a half after forty (40) hours by the number of staff assigned by the number of hours worked.

Please note that not-for-profit organizations that rent the Chapin Rainbow Stage will not be given a rental discount.

** Renters will be invoiced based on its performance activity and technical requirements.*