

Town of Skowhegan  
Municipal Building  
225 Water Street  
Skowhegan, ME 04976

# Rental Policy Skowhegan Opera House

Telephone: 207-474-6907  
Fax: 207-474-9413



Information about availability to rent the Skowhegan Opera House can be obtained by calling Cara Mason at (207) 474-6907, Monday through Friday, 8:00 a.m. until 4:30 p.m.

**Each and every rental of the Skowhegan Opera House is subject to a rental fee.**

**Rental fees are as follows:**

Daily Rental (Revenue Producing)	\$400.00
½ Day Rental	\$200.00
Hourly Municipal Employee Charge (4 hour minimum)	\$50.00/hour
Hourly Fire Charge (4 hour minimum)**	\$60.00/hour
Hourly Police Charge (4 hour minimum)**	\$60.00/hour

Daily Rental (Non-Revenue Producing)	\$200.00
½ Day Rental	\$100.00
Hourly Municipal Employee Charge (4 hour minimum)	\$50.00/hour
Hourly Fire Charge (4 hour minimum)**	\$60.00/hour
Hourly Police Charge (4 hour minimum)**	\$60.00/hour

The charges for Police and Fire are at the discretion of the Opera House Manager and the Town Manager. If we can reasonably expect that a particular show will require additional security for crowd control, we may require the presence of a Police Officer and/or a Firefighter.

A \$1.00 per ticket charge also applies for ALL Opera House rentals. Ticket sales will be reported to the Opera House Manager directly following your show. If ticket sales are not reported or do not appear to be accurate, the Town reserves the right to charge as if it were a sold-out show (\$840.00). There will also be a \$50.00 clean-up fee charged if the Municipal Building is not left clean.

**The Opera House is owned by the Town. Therefore, rental of the Opera House is at the Town's discretion and any application may be rejected.**

1. The applicant/organization renting the Skowhegan Opera House agrees to indemnify and hold harmless the Town of Skowhegan from any accident, injury, or damage whatsoever caused by or to any person or to the property of any person occurring during the term of the rental agreement in or about the premises.
2. The applicant/organization renting the Skowhegan Opera House agrees that the Town of Skowhegan is not liable for any damage of any kind to any property brought into the building.
3. The applicant must provide proof of insurance in an amount not less than \$1,000,000, from a company authorized to do business in Maine, to protect the Town, its officers, agents and employees from claims and damages for property damage and/or personal injury that may arise from the event; and listing the Town of Skowhegan, its officials, agents and employees as the additional named insured.

4. The applicant/organization renting the Skowhegan Opera House shall submit a signed contract at least 30 days prior to use of the building.
5. The applicant/organization renting the Skowhegan Opera House shall not sublet or assign this agreement.
6. A municipal employee, firefighter, police officer or an approved employee must be on duty for any event. Additional Town employees may be required at the discretion of the Town Manager or his/her designee for special events. Town employees will be paid at their departmental detail rate for Opera House events.
7. An individual approved by the Building Inspector or his/her designee will be required to operate the stage lighting. Any settings that are changed must be set back to the original settings after the event.
8. An inspection of the facility and its amenities will be conducted by an authorized Town of Skowhegan official prior to the rental of the facility and immediately after the event. The applicant will be given the opportunity to participate in the inspection. If physical damage is caused to the premises by the applicant/organization or any of its performers, guests or patrons, the applicant/organization agrees to pay all costs for such cleaning and repair.
9. The Town of Skowhegan will provide a clean facility for each use.
10. No smoking within the Opera House/Municipal Building at any time.
11. No food or beverages are allowed in the Opera House at any time, with the exception of bottled water.
12. No alcoholic beverages are allowed in the Municipal Building or on the property. Violators will be removed and may be prosecuted.
13. No illegal drugs are allowed in the Municipal Building or on the property. Violators will be removed and may be prosecuted.
14. The applicant/organization shall make certain that all exits and access to all exits remain free of all obstructions at all times.
15. No furnishings, decorations, or other objects shall be used or placed as to obstruct the exits, access thereto, egress there from, or visibility thereof at any time.
16. Hangings or draperies shall not be placed over exit doors, or otherwise located as to conceal or obscure any exit at any time.
17. No furnishings or decorations of any explosive or highly flammable character shall be used. ***Note: Christmas trees, ordinary crepe paper decorations, and pyroxylin plastic decorations are classed as highly flammable.***
18. Any furnishings or decorations shall be flame resistant. ***All decorations and stage scenery made of combustible materials shall be treated with an effective flame resistant material.***

19. **Absolutely no tampering, whatsoever, with the stage curtains.** No attachments will be allowed to the stage curtains. Also, please do not adjust window curtains or blinds unless permission is granted by an authorized Town Official.

**By signing and dating the Rental Agreement, you state that you have read and understand this Rental Policy.**