



# PEQUOT LIBRARY

**SET-UP:**

720 Pequot Avenue | Southport, CT 06890 | 203.259.0346 | 203.259.5602 fax | www.pequotlibrary.com

**TO INSURE PROPER SET UP,  
PLEASE FILL OUT FORM  
COMPLETELY**

**Day:** \_\_\_\_\_  
(Monday-Sunday)

**Date of Use:** \_\_\_\_\_  
(month/day/year)

## Auditorium Contract

### General Information

Name of Event: \_\_\_\_\_  
(as it will appear in the Library's calendar of events)

Type of Program: \_\_\_\_\_

Speaker or Performer: \_\_\_\_\_

Event Representative/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone of Event Contact Person: \_\_\_\_\_  
(home) (work) (cell)

Email Address: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Which piano will you use? Steinway \_\_\_ Yamaha \_\_\_ Both \_\_\_ Will not use piano \_\_\_

What time do you want to begin to set up? \_\_\_\_\_ What time is the event? \_\_\_\_\_

What time do you expect to be out? \_\_\_\_\_ Will there be refreshments? \_\_\_\_\_

Admission Charge (if any): \_\_\_\_\_ Estimated Attendance: Standard \_\_\_\_\_

*Please return this form promptly.*

### Fees

Monday through Thursday	
Student Recitals	\$175 _____
Non-Profit Events for less than 100	\$400 _____
Non-Profit Events for more than 100	\$500 _____
Fridays, Saturdays, Sundays and Holidays	
Student Recitals	\$275 _____
Non-Profit Events for less than 100	\$500 _____
Non-Profit Events for more than 100	\$600 _____
Rehearsals (if scheduled after Library hours)	\$125 _____
Piano tuning (the piano must be tuned by the Library's tuner)	\$100 _____
	<b>TOTAL</b> _____

The auditorium is also available for recording sessions, for photo sessions, and as a movie location. For these and other uses, please contact the Library

*A 50% non-refundable deposit and a completed contract are required to confirm your booking. Balance is due four weeks prior to event. Full payment is required for bookings placed less than four weeks before the event. Special payment schedules may be arranged for multiple usage.*

## **Policies Governing Use**

Use of the Auditorium is encouraged for public gathering of a cultural, civic or educational nature. The Auditorium is not available for religious purposes or private, institutional or corporate social events. The Director of the Library may require any program to be submitted to the Board of Trustees for prior approval.

By fire law, the maximum capacity of the Auditorium is 230 guests. This includes performers. The maximum seating capacity is then adjusted accordingly. Large audience events (200 or more) will be limited to after regular Library hours.

Only the Auditorium is available for events. Library reading rooms, children's rooms or stack areas are not available for rental. For events scheduled after Library hours, use is restricted to the Auditorium, front lobby and downstairs lounges.

One Library staff person will be in attendance during the time of use after the Library is closed for directional and security purposes only. The sponsoring organization is responsible for providing lighting, sound and support services staff if the event requires it. If food is being served, the organization is responsible for clean ups including coffee urns and punch bowls. All leftover food and drink must be taken away or disposed of before leaving.

The Sponsoring Organization will be responsible for the charges listed above and for any damage incurred, and agrees to indemnify and hold harmless the Library from and against any loss, damage or liability of any kind arising from or in connection with the use of the Auditorium or other facilities of the Library by the Sponsoring Organization or the attendance of any person(s) at any function in the Auditorium or other facilities of the Library.

The Sponsoring Organization is required to provide a certificate of liability insurance acceptable to the Library and naming Pequot Library Association as an additional insured for the event specified in this contract.

The Library will make every effort possible to assure that your program will be a pleasant one but must reserve the right to cancel any and all arrangements at any time, should the need arise. Signing this contract in no way constitutes an endorsement by the Library of the Sponsoring Organization or its program.

**PLEASE SEE STAFF MEMBER BEFORE ATTACHING ANYTHING TO AUDITORIUM WALLS – NO SCOTCH TAPE, NO MASKING TAPE, ETC. NO BURNING CANDLES ALLOWED IN AUDITORIUM AT ANY TIME.**

## **Parking**

Any group anticipating attendance of 200 is responsible for obtaining services of an off-duty police officer to coordinate parking and traffic flow. (Parking lot capacity is 35.)

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Accepted on behalf of Pequot Library C P Kish \_\_\_\_\_

Title AUDITORIUM COORDINATOR \_\_\_\_\_

Date \_\_\_\_\_

**Pequot Library Auditorium Contract**

Program Organization \_\_\_\_\_

Date of Event \_\_\_\_\_

Contact Person/Phone \_\_\_\_\_

**Equipment the Library can provide:**

- \_\_\_\_\_ Chairs (230)
- \_\_\_\_\_ 25 Cup Coffee Urn
- \_\_\_\_\_ 8' Tables
- \_\_\_\_\_ 50 Cup Coffee Urn
- \_\_\_\_\_ 6' Tables
- \_\_\_\_\_ Punch Bowls w/Ladles (2)
- \_\_\_\_\_ Lectern & Microphone
- \_\_\_\_\_ Screen

**The sponsoring organization must provide audio/visual equipment, e.g. slide projector, VCR, overhead projector.**



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