

Chanute Memorial Auditorium and Alliance Room

101 S. Lincoln, PO Box 907, Chanute, KS 66720
620-431-5229/ 800-735-5229/620-433-0328

Practices and Procedures For Auditorium and Alliance Room

Effective date
11-6-12

Thank you for choosing to hold your event at the Chanute Memorial Auditorium or Alliance Room. Your event is important to us. To help make your event go smoothly, please read this memo regarding how to use the building and the policies regarding its usage.

Acoustics The sound levels in the auditorium are very fine and many touring groups are unaware of the need to reduce their normal volume level. Permittee is responsible for informing their performers and technicians that the amplified sound level **cannot exceed 90 decibels (A)** at the house sound board. The Auditorium staff will enforce this sound level requirement. If the event is of such a nature that excessive sound levels may be required and permitted, the patrons must be advised at the time of ticket purchase.

Alcohol Absolutely no alcoholic beverages are allowed in the building this includes any staging area, including dressing rooms, dressing room halls, the green room or the Alliance Room without advance formal approval of the City Commission. Any person under the influence of any intoxicating substance in the building will be required to leave at once.

Ambient Sound The permittee must control any ambient sound which may interfere with other rentals, events, meetings or business. The Manager has the final authority on decisions regarding sound levels.

ASCAP & other licensing agencies If the permittee has a contract with these agencies then a copy of that agreement must be given to the Manager. The facility has an agreement with American Society of Composers, Authors and Publishers for events sponsored by the City.

Bottled Gas For the safety of all those using the building, bottled gas or air in pressurized tanks will be allowed inside the facility only in specified areas. The Manager will inform you of the proper location for the gas to be stored.

Box Office Organizations using the facility for performances with ticket sales are encouraged to use the Auditorium's box office. Those choosing not to do so must agree not to sell or collect money for more than the number of seats available and accurate sales records should be maintained should the Auditorium choose to audit the records. A manifest must be given to the Auditorium to verify the number of tickets printed for the rental area. Permittee may sell tickets at other locations.

Cleaning The Auditorium will vacuum the carpets and mop all hard surfaces after all rental events. If excessive cleaning is required of the carpet or furniture or walls you will be charged \$20 per man hour to have it cleaned.

Conduct The Permittee is responsible for the conduct of its representatives, performers, volunteers and participants while in the building and assure that all are familiar with the policies.

Content The permittee is responsible to advertise to patrons any age restrictive or sensitive material.

Contact When requesting a contract you or your organization needs to designate one person at the event contact through whom all communications with the Auditorium will flow. An alternate may also be designated. The Auditorium will accept information from either as having the authority to make decisions regarding your rental.

Contracts All events using contracted performers, agencies, or services, must provide copies of those contracts to the Auditorium prior to the Auditorium's approval of the conditions of the event.

Decorations Tape, nails, screws, etc. may not be used to attach decorations or displays to the walls or ceiling. No open flame candles or tea lights are allowed. Any decorations and/or displays in or on the building or grounds are subject to the supervision and approval of the Manager.

Equipment Removal You are expected to remove all production equipment, supplies, costumes, decorations, food, flowers and trash (this does not include Alliance Room trash) that has been brought in. Building equipment and supplies is to be restored to their storage areas. If this is not done, there will be additional charges for storage and for disposal.

Handicapped Seating In compliance with the Americans with Disabilities act (ADA) the Auditorium has access for the physically impaired and for the accompanying patron. It is the responsibility of the Permittee to ensure that those attending can be accommodated. Ushers should be on the alert to prevent problems before they arise.

Handling Fee Handling fees may apply for online ticket purchases.

Hearing Impaired In compliance with Americans with Disabilities Act (ADA) the Auditorium will provide a qualified interpreter when requested (request must be made 72 hours prior to performance) at the Permittee's expense. Entertainers who use their own sound system are required to connect to the house system which provides sound for the Williams Wireless Hearing Assistance System which has 8 receivers. The receivers are available upon request at the Box Office. These services are made available so that hearing impaired persons are able to better participate in the performance.

Information Your rental agreement will include information that you need to provide. You need to request the equipment and describe the room set-up for your event. It will state in the contract the deadline by which you will need to provide this information to the Manager. If you miss the deadline the Manager will not be able to guarantee the space or that you will get all you need in the way of services or equipment. As always, we will provide what we can, but the best way to assure your set-up and your equipment needs are met is to get the information to the Manager by the agreed upon deadline.

Kitchen The kitchen and all equipment must be left clean after a rental requiring that area. A detailed cleaning list is posted in the kitchen. If the kitchen, equipment, dishes, etc. are not left clean the facility staff will clean the area, equipment, dishes, etc. and you will be charged \$20 per man-hour for this service. You should check with the manager on duty prior to leaving to avoid these charges. Food serving tables should be in the kitchen on the tile floor. Sterno or similar products is allowed in the kitchen only.

IDENTIFY LOCATIONS OF FIRE EXTINGUISHERS. The hall from the kitchen shall be kept clear of clutter and equipment.

Litter You should pick up any litter, garbage and or leftover food after your event and place it in the trash cans in the room. If this is not done, you will be charged at the rate of \$20.00 per man-hour.

Manager On Duty The Auditorium has a Manager on Duty during all hours the Auditorium is open. All decisions of the manager regarding the safety of the building and the occupants are to be followed. These decisions can and will be enforced by police and fire official.

Open flames No lit candles, votive, tea lights or other similar open flame devices are allowed.

Parking Performers and crew of productions are expected to use the parking lot and on street spaces east of the building. Performers and crews should also use the stage entrance for rehearsals and performances. Accommodations for handicap accessibility and for equipment will be made upon request.

Photography and Recording Photographs, broadcasts, telecast, video and audio recordings or films are discouraged by the Auditorium, but are at the discretion and the enforcement of the permittee. Equipment may not block any rows, isles, designated handicapped parking spaces or sightlines for the audience.

Planning You should plan as far in advance as possible. Some events are being booked years in advance. You may call for schedules, information and to set up an appointment to discuss your event and work out the details during Auditorium business hours which are typically Monday through Thursday 8:00 to 12:00 and other times by arrangement.

Sales Tax State and Local Statutes requires that sales tax be paid on ticket and merchandise sales. Payment of these taxes is the responsibility of the permittee.

Security In order to protect the users, their equipment, supplies, and personal items while in the building for rehearsals only the stage door or the street level door on the east side of the outside stairs (near the utility payment office) will be unlocked.

Service Animals The Auditorium, in compliance with Americans with Disabilities Act (ADA) will allow people with disabilities to bring their service animals into all areas of the facility where customers are normally allowed to go. Arrangements will be made to accommodate the needs of the patron and service animal.

Smoking Policy The Memorial Building is a smoke free facility as required by State Statute. Smoking is NOT permitted anywhere in the building. The permittee is responsible for informing its participants of this policy and enforcing it. Failure to comply with this policy will invalidate the permittee's contract with the Auditorium/Alliance Room and may influence decisions regarding future use of the facility.

Special Requests We are always willing to try to accommodate any special request you may have to make your event special. Please check with the Manager.

Supervision and Technical Services All activities, personnel and use of equipment will be under the supervision of the Manager. Rentals needing use of sound, lights or fly systems are required to use individuals who have been trained and are approved as qualified by the Manager. If the Auditorium is requested to provide these services, it must be requested three weeks in advance. If the Auditorium can provide these service, the permittee will pay \$20.00 per person per hour. The actual running of the activity (set-up, rehearsal, load-in, load-out, strike, etc.) is the responsibility of the permittee.

Transient Vendor License A City of Chanute Transient Vendor License Fee is covered as part of the rental agreement.

Thank you for booking your event at the Memorial Auditorium/Alliance Room. Our goal is to assist you in making your event successful, safe and stress free.

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