



Public Notice

Regulations for Public Use of Town Hall and Fee

The Board of Selectmen will hold a public hearing on **Monday, April 13, 2015 at 6:00 p.m.** in The Judge Welsh Meeting Room, Town Hall, 260 Commercial Street, Provincetown and to consider amendments to the Town's Regulations for Public Use of Town Hall and the Associated Fee Schedule as follows:

The following proposed fee changes will take effect for events starting January 1, 2016. The cancellation fee change was effective as of March 9, 2015.

Town Hall Rental Fee Schedule

Non-Profit Organization

Fee	July – August	May – June Sept – October	Nov – April
Rental/Utility Fee per day	\$500 <u>\$1000</u>	\$300	\$200
Multi-day discount (subsequent days*)	\$300	\$200	\$100
Custodial O.T.	\$33/hr <u>\$35/hr</u>	\$33/hr <u>\$35/hr</u>	\$33/hr <u>\$35/hr</u>
Deposit (50% of Rental Fee)	50%	50%	50%
Cancellation Fee (within 30 days 9 months of the event)	Deposit total	Deposit total	Deposit total

Year Rounder's Festival and Town sponsored events are exempt from Rental Fees
** Multi-day events are consecutive days of a single event*

For-Profit Organization and Individuals

Fee	July – August	May – June Sept – October	Nov – April
Rental/Utility Fee per day	\$3,000 <u>\$4000</u>	\$2,500	\$2,000 <u>\$1000</u>
Multi-day discount (subsequent days*)	\$2,000	\$1,500	\$1000 \$500
Custodial O.T.	\$33/hr <u>\$35/hr</u>	\$33/hr <u>\$35/hr</u>	\$33/hr <u>\$35/hr</u>
Deposit (50% of Rental Fee total)	50%	50%	50%
Cancellation Fee (within 30 days 9 months of the event)	Deposit total	Deposit total	Deposit total

** Multi-day events are consecutive days of a single event*
Fee last revised on 1/23/2012 and became effective 2/16/2012

In addition, proposed amendments to the regulations regarding the Public Use of Town Hall as follows will be considered:

REGULATIONS FOR PUBLIC USE OF TOWN HALL

Adopted 2/12/90; as amended thru 11/13/95 and effective 1/1/96
Amended 4/27/98 and effective 5/1/98. Amended 2/14/02
Amended 5/10/2010 and effective 5/20/2010
Amended 9/27/2010 and effective 10/7/2010
Amended 1/23/2012 and effective 2/16/2012

Public use of the Provincetown Town Hall Auditorium and other spaces in Provincetown Town Hall is subject to the following regulations:

1. Prior approval of the Authorizing Officer of the Town. The Authorizing Officer for the Town shall be the Town Manager or designee of the Town Manager.
2. Application for public use of Town Hall is to be made to the Department of Community Development on the appropriate forms, which will be provided by the Town.
3. For each permitted use, a single representative of the user will be designated as the responsible party. The responsible party shall be required to sign an assignment of responsibility form stating that they, or a responsible organization for which they are an authorized agent, will hold the Town harmless from any and all liability relating to the permitted use, and that they will defend the Town in connection therewith. Nonprofit requests must be made by a non-profit and include a current IRS 501(c)(3) form letter. The application needs to be signed by an authorized officer of the non-profit or include a letter containing the non-profit's letterhead appointing an authorized agent for the purposes of the application and declaring that the event is a fundraiser for the non-profit.

No changes to items 4 to 15.

16. Reservations and Cancellation:

The auditorium may be reserved a maximum of 18 months in advance but not less than 30 days prior to the event, nor 60 days prior to the event if beer or wine is requested, consult the Licensing Agent for the Licensing Board meeting schedule. The Town Manager shall have discretion in the event of a scheduling conflict; preference should be given to recurring events. (Amended 1/23/2012)

Reservations require a deposit of 50% of the Rental/Utility Fee for each reserved day/night. Deposits accompanied by a completed and signed application form must be submitted to the Department of Community Development at the time the reservation is

made. Failure to pay deposit or balance amounts due within the required time period will result in automatic cancellation.

When application is approved /disapproved by the Authorizing Officer, confirmation will be sent to the responsible party.

Reservations cancelled within ~~thirty (30) days~~ nine (9) months of the permitted use are subject to a cancellation penalty of 100% of the deposit total.

No changes to items 17 through 23.

24. Beer and Wine may be served at an event only upon the expressed approval of the Board of Selectmen and pursuant to Provincetown Licensing Board's Regulations. An application for beer and wine service must be signed off by the Town Manager and Police Chief ~~prior to being sent to the Board of Selectmen~~. Licensing Board approval may be required, consult the Licensing Agent for the Licensing Board meeting schedule.

No further changes.

If approved, Regulation will be effective at the time of publication: April 23, 2015.

Posted: www.provincetown-ma.gov 3/11/15 12:55 pm dj
Published: Banner March 19 & 26, 2015