



www.chilmarkma.gov

# TOWN OF CHILMARK

## CHILMARK, MASSACHUSETTS

**TOWN OFFICES:**  
Beetlebung Corner  
Post Office Box 119  
Chilmark, MA 02535  
508-645-2100  
508-645-2110 Fax

### **FINAL DRAFT Chilmark Community Center Event Rates and Policies**

The CCC is primarily for town related business and town resident use. A nonresident can be sponsored by a town resident to have an event at the CCC, but the sponsor must attend the event. Some events may require approval by the Select Board. Certain community events that are free and open to the public, may not be charged a fee at the discretion of the Select Board.

- An insurance policy must be purchased by the lessee or sponsor for any event where alcohol will be served. Proof of coverage must be submitted to the CCC scheduler prior to the event.
- Sale of alcohol is not permitted.
- Excessive alcohol consumption is not permitted on the premises and is the responsibility of the lessee and/or the sponsor to enforce.
- Public food events require a temporary event permit from the Board of Health.
- The CCC has a maximum occupancy of 250 people. Tables and chairs are available at no cost however donations are welcome.
- Under the Clean Indoor Air Act smoking is not permitted within any town building.
- There is a “**no noise**” policy, according to state law from 10 PM till 6 AM. Therefore, no amplified music can be played after 10 PM.
- Requests to put up any type of tent, must be pre-approved by the Select Board and building inspector.
- Food trucks will require pre-approval of the Select Board, Board of Health and Building Inspector.
- When renting the CCC for your event, you are allowed to be at the CCC for that time only. Please do not assume it is OK to unload, set up, or allow rental companies to come in sooner than the day you begin your rental, unless approved by the CCC scheduler.
- Your security deposit will be refunded to you on the condition that the rules are strictly followed and the cleaning checklist is followed. Checks for deposits should be made payable to the Town of Chilmark.
- There are no public events allowed during the 2 months of the CCC summer program.
- There are no commercial events allowed at the CCC.
- Please email [asstexecsec@chilmarkma.gov](mailto:asstexecsec@chilmarkma.gov) or call (508) 645-2100 ext.: 0 to inquire about or book a CCC event.

**You can find information and our event calendar to help in planning your event at the following link on our Town of Chilmark website:**  
**<http://www.chilmarkma.gov/facility-rentals>**

Event Type	Resident/Tax Payer	Sponsored Host	Refundable Deposit	Comments
Town	\$0.00	n/a		Town is responsible for full clean up and leaving building in good shape
School	\$0.00	n/a		School is responsible for full clean up and leaving building in good shape per agreement with Town
Memorial Service	\$0.00	n/a	\$250.00	Applicant is responsible for full clean up and leaving building in good shape. Refer to checklist.
Private Party < 50 Attendees	\$350.00	\$1,000.00	\$250.00	Renter is responsible for full clean up and leaving building in good shape. Refer to checklist. 1/2 day set up, 1/2 day clean up
Private Party 50 - 99 Attendees	\$750.00	\$1,500.00	\$250.00	Renter is responsible for full clean up and leaving building in good shape. Refer to checklist. 1/2 day set up, 1/2 day clean up
Private Party 100 - 250 Attendees	\$1,250.00	\$2,500.00	\$500.00	Renter is responsible for full clean up and leaving building in good shape. Refer to checklist. 1/2 day set up, 1/2 day clean up
Child Birthday Party ≤ 25 Attendees	\$50.00	n/a	\$250.00	Renter is responsible for full clean up and leaving building in good shape. Refer to checklist.
Nonprofit Public Events (Free)	\$0.00	\$0.00	\$250.00	Applicant is responsible for full clean up and leaving building in good shape. Refer to checklist.
Nonprofit Public Events with admission fee	\$1,250.00	\$1,250.00	\$500.00	Renter is responsible for full clean up and leaving building in good shape. Refer to checklist.
Waivered Public Events with admission fee	\$750.00	\$750.00	\$500.00	Renter is responsible for full clean up and leaving building in good shape. Refer to checklist.
Extra day for setup/ cleanup	\$250	\$500.00		

**Fees:**

**Deposits:**

A security deposit will be charged as listed in the fee schedule. The lessee or sponsor is responsible for cleaning and leaving the space in as good shape as found. Please use the provided checklist to make sure the building is left in appropriate condition.

All security deposits are refundable. The refundable deposit fee will be held until the Facilities Manager completes their after-the-event inspection and notifies town hall scheduler of appropriate refunds to be made.

**Town and Town-Related Events:** No use fee or deposit will be charged.

**Chilmark School events:** No fee. School responsible for full clean up and leaving the building in good shape per agreement with Town.

**Memorial Events:**

Chilmark resident/ taxpayer family: no fee, but a \$250 refundable deposit is required. The lessee is responsible for completing the provided checklist and leaving the building in good condition.

**Private Parties:**

Private events will pay a use fee based on the number of attendees. All private events include additional time for cleanup and set up that will begin at 3:00 pm the day prior to the event and will end at 12:00 pm the day following if requested in advance. The lessee or sponsor is required to make sure that the building is left in good order, all trash and equipment are removed and the provided checklist has been completed. If additional time is needed for setup or clean up an additional day rate of \$250/\$500 will be charged. A \$250/\$500 refundable deposit is required.

**Child Birthday Party:**

A child's birthday party is a private party offered at a reduced rate for Chilmark residents and taxpayers. It is limited to 25 child attendees and 4 hours in duration. The use fee is \$50 plus a \$250 deposit. The lessee is responsible for completing the provided checklist and leaving the building in good condition.

**Public Events free to the public:**

Non-profit events that are free to the public are not charged a use fee however a \$250 refundable deposit will be charged. The lessee or sponsor is responsible for completing the cleaning checklist and leaving the building in good condition.

**Public Events with admission fee:**

Non-Profit public events that charge an admission fee will pay a use fee of \$1,250. The lessee or sponsor is required to make sure that the building is left in good order, all trash, and equipment are removed and the provided checklist has been completed. A \$500 refundable deposit is required.

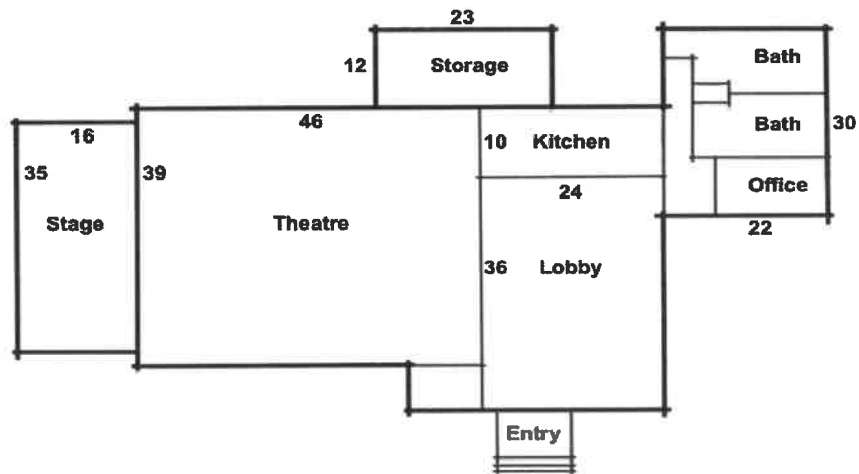
**Waivered Public Events with admission fee:**

Waivered Public Events with admission fee will pay a \$750 use fee. The lessee or sponsor is required to make sure that the building is left in good order, all trash and equipment removed and the provided checklist has been completed. A \$500 refundable deposit is required.

Non-profit events that are culturally significant may apply to the Select board for a reduced use fee.

**Cleanup checklist:**

- Doors and windows should be shut and properly secured.
- All tables and chairs are to be wiped clean and neatly stacked and stored, organized in the racks and put back in chair room. Please do not drag tables and chairs across the floor.
- All garbage must be removed from the premises at the end of your event.
- All bathrooms must be cleaned and garbage cans emptied.
- Kitchen must be left clean, including wiping down all counters, sinks, stove, refrigerator and freezer.
- All floors must be swept and washed.
- All items used to decorate rooms (tape, tacks, pushpins, nails, etc.) must be completely removed from walls, ceilings, doors etc. at the end of your event.
- Police the outside grounds for any debris left behind such as cigarette butts, bottles, cups, napkins etc. and dispose of them properly after your event has concluded.



**Chairs & Tables (approximately):**

Chairs: 225 Padded Folding & 100 Metal Folding

Tables 11pc of 30"x96", 1pc 30"x72", 2pc 30"x60", 2pc 60" rounds, 1pc 36" round

Note: Town Hall Office operates the Community Center from September 1 – to June 30<sup>th</sup>