

Dear Artists,

You are receiving this letter because you are scheduled to have a show at The Alley Theatre in the upcoming months. Please abide by and sign the following rules and regulations.

1. As renters, I ask that you encourage ALL OF YOUR GUESTS to park in the Town Hall parking lot or behind Benny's for your shows. The Board of Selectman encourages you to mention the designated parking areas in all of your press releases and social networking sites. We suggest having volunteers standing outside thirty minutes before show time holding flags telling patrons where to park. **VEHICLES SHOULD NEVER BE PARKED IN THE ALLEY.**
2. We have been told by the Building Commissioner and Fire Department exactly where the ticket table in the lobby can and cannot be set up. We will show you where the ticket table must be placed. We ask that you promise to follow these instructions for the location of the ticket table as I know inspectors may stop in unannounced during shows.
3. All renters are required to have a certificate of insurance. Please provide this documentation two weeks prior to your event(s) and/or performance(s).
4. The Bartending Service of New England can provide a bar service for your event(s) and/or performance(s). You must apply for the license 30 days prior. Alcohol is strictly prohibited on site if said license is not obtained.
5. We ask that you refrain from using the theater lighting for rehearsals. Please save the lights for final tech and actual shows. Upon conclusion of your event(s) and/or performance(s), all lights need to be reset. Failure to do so will result in a \$100 fine.
6. Every event and/or performance is unique. You are responsible for the set up and breakdown of chairs in our theatre.
7. Thermostats must be reset to 65 degrees during winter months and 70 degrees during summer months. Failure to do so will result in a \$100 fine.
8. We provide trash bags and barrels outside of the theater for your convenience. Please be sure to remove all of your trash at the conclusion of your event and/or performance. Failure to do so will result in a \$100 fine.
9. Lastly, groups that rent the space for consecutive weeks, please ensure the theater and theater lobby are clean. During the week we provide numerous tours and walk-thrus for potential clients. Failure to do so will result in a \$100 fine.

Yours with a passion for art,

Lorna Brunelle

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Signature of Licensee and Date