



OPERATIONS MANUAL

1. Building Security

a. **Access**

Keys to the auditorium are located at the Gorham Police Dispatch Center at the Town Hall. Request Key #25.

b. **Entry**

An ***Authorized Representative*** for each contracting party shall notify the Gorham Dispatch Center upon arrival and sign the Facilities Use Log. This ***Authorized Representative*** will be responsible for all the activities of the contracting party and also be responsible for securing all areas used at the end of each event.

c. **Opening & Closing Procedures**

All interior doors not associated with the Medallion Opera House and restrooms are to remain locked.

At the end of the contracted event, a building security check shall be made by the ***Authorized Representative***, this shall include verification that all used rooms have been vacated, all associated doors are locked, and that all stairwells and corridors are unoccupied.

The ***Authorized Representative*** will then sign out on the Facilities Use Log at the Dispatch Center.

2. Event Management

a. **Fee Schedule** *(Not applicable to Town of Gorham use)*

All Contracted Events shall be charged according to the fee schedule below. All use shall include pickup, event, and takedown time.

For-Profit Entities:

- Less than 4 hours use \$200
- 1 full day use \$300
- Additional days \$250

Non-Profit Entities:

For any events that include ticket sales for admission, the Town of Gorham will be paid ten percent (10%) of said amount earned within five (5) days of the final day of the event. Substitute terms of remuneration may be decided upon between the organization and the Town Administration upon written proposal to the Town Manager.

Other Charges That May Apply

- Heating/Air Conditioning \$25 (minimum)/day
- Cleaning \$50 + any additional work needed

b. Event Contract and Liability Requirements

All parties using the facility shall be required to sign and abide by the Medallion Opera House Performance Contract attached.

c. Promotion and Marketing –Promotional material shall state that the auditorium is handicap accessible and ADA compliant.

d. Rules and Regulations

- i. **Food & Drink** – No facilities exist for the preparation of food within the Medallion Opera House. If food is required it must be prepared offsite and delivered to the Town Hall.
- ii. **Alcohol** – Per The Gorham Town Code (Section 172-1) No alcoholic or intoxicating beverages or narcotics shall be taken, kept, used or consumed in the Medallion Opera House/Town Hall.
- iii. **Occupancy Limits** – The occupancy of the auditorium is posted and shall not exceed the limits set forth by the Fire Department in the Assembly Permit:
 - Main Level: 123 capacity
 - Balcony level, 100 capacity, fixed seating only
- iv. **Public Safety** – If required by the Gorham Police Department, the Contracting Party shall pay a fee for any Police Special Detail coverage.

- v. **Equipment Use** – All facility equipment used by the contracting party shall be documented and checked for damages prior to and at the conclusion of the Contracted Event. Equipment Sign-Off Sheet attached.
- vi. **Set Building** – Set building and painting ***is not permitted*** in the auditorium. All sets, etc. must be brought into the auditorium through the Authorized Personnel Only door to the left of the Railroad Street entrance. Please do not use the public stairway and entrance.

e. **Building security** (see Section A)

f. **Cleaning**

A fee for janitorial services shall be imposed for all Contracted Events unless waived by the Town of Gorham.

3. Supporting Documents

Event Package

- Guidelines for Acceptable Performances
- Equipment Sign-Off Sheet
- Performance Contract
- Post-Event Checklists

Contracting Party:

Town of Gorham

Representative

Town Manager

Date

Date