



# Old Town Hall City of Salem, MA



## Arts & Culture Multi-Day Rental Policy

At the discretion of the City, this rental option is available for Arts & Culture events only, that are running for a minimum of 5 consecutive days, who seek exclusive access to one of both floors of Old Town Hall.

All prices listed below are per week (5-7 days) of use and include overnight storage of materials in the space. No additional discounts will be provided for not using all 7 days allowable within this week rental rate policy. Events running less than 5 consecutive days are not eligible for this rental option.

A \$500 Refundable Security Deposit is required for ALL events. A refund request must be submitted via email to Arts & Culture planning staff by the renter within 30 days of the event end date. Renters forgo their deposit return if a request is NOT submitted during the aforementioned time frame.

All other insurance, staffing, and cleaning requirements as well as event rules and regulations as outlined in the City’s Old Town Hall FUNCTION FACTS, RULES, & REGULATIONS document apply.

### Salem Based Entities:

#### Non-Profit or Not-For-Profit:

Options:	1 <sup>st</sup> Floor Colonnade	2 <sup>nd</sup> Floor Great Hall	Both Floors	Giveback
Option 1	\$500	\$700	\$1,000	5% of Ticket Sales
Option 2	\$500	\$700	\$1,000	1 Free Community Event Per Week*

#### For-Profit:

Options:	1 <sup>st</sup> Floor Colonnade	2 <sup>nd</sup> Floor Great Hall	Both Floors	Giveback
Option 1	\$650	\$850	\$1,250	5% of Ticket Sales AND 1 Free Community Event Per Week*
Option 2	\$650	\$850	\$1,250	10% of Ticket Sales
Option 3	\$1,200	\$1,500	\$2,500	N/A

\* “Community Events” must be free and open to the public. These can include open rehearsals, artist talks, performances, workshops, etc. These events must be discussed with the City and mutually agreed upon at least 2 weeks prior to occupying the space. Entities seeking to provide entirely free programming to the community are eligible for a waiver of rental fees. Insurance, staffing, cleaning, security deposit requirements still apply.

***Entities Based Outside of Salem continued on page 2....***

## Entities Based Outside of Salem:

### Non-Profit or Not-For-Profit:

Options:	1 <sup>st</sup> Floor Colonnade	2 <sup>nd</sup> Floor Great Hall	Both Floors	Giveback
Option 1	\$650	\$850	\$1,250	5% of Ticket Sales
Option 2	\$650	\$850	\$1,250	1 Free Community Event Per Week*

### For-Profit Entities

Options:	1 <sup>st</sup> Floor Colonnade	2 <sup>nd</sup> Floor Great Hall	Both Floors	Giveback
Option 1	\$800	\$1,000	\$1,750	5% of Ticket Sales AND 1 Free Community Event Per Week*
Option 2	\$800	\$1,000	\$1,750	10% of Ticket Sales
Option 3	\$1,500	\$2,000	\$3,500	N/A

\* "Community Events" must be free and open to the public. These can include open rehearsals, artist talks, performances, workshops, etc. These events must be discussed with the City and mutually agreed upon at least 2 weeks prior to occupying the space. Entities seeking to provide entirely free programming to the community are eligible for a waiver of rental fees. Insurance, staffing, cleaning, security deposit requirements still apply.