

Old Town Hall

City of Salem, MA



FUNCTION FACTS, RULES, REGULATIONS, RENTAL PROGRAMS & RATES

History:

Old Town Hall is the earliest surviving municipal structure in Salem, Massachusetts. Built in 1816, this beautiful federal style building is located in the heart of historic downtown Salem. Nestled between the Essex Street pedestrian mall and cobblestoned Front Street, Old Town Hall is the crowning jewel of Derby Square.

The building and its Derby Square site maintain historical associations with Salem's prominent 18th and 19th century Derby family for whom Derby Square, Derby Wharf, Derby Street and the two waterfront Derby houses were named. The building contains elements attributed to both Charles Bulfinch, the most influential Boston architect of the Federal period, and Samuel McIntire, Salem's renowned architect and woodcarver. The structure was saved from demolition by Salem preservation architect Philip Horton Smith in the 1930s and underwent a partial restoration in the 1970s.



The two-story, brick structure features Palladian-style windows, carved wood details, antique chandeliers, decorative columns, and hardwood floors. The second floor, known as the Great Hall, has always been used as a public hall, and contained Town offices until 1837. The first floor, the 'Colonnade', was originally designed as a public market.

Old Town Hall is owned by the City of Salem and managed by the City's Senior Planner of Arts & Culture within the Department of Planning and Community Development. The address of the building is 32 Derby Square, Salem MA 01970.

Events:

Due to its rich history and stunning architecture, Old Town Hall is a charming location to hold everything from your next committee meeting to family function or arts event. In order to provide support and much needed infrastructure to our creative community, priority will be given to arts and cultural events as well as to Salem residents and agencies. The City retains the first right of use for the facility and may refuse any event. To inquire about renting the facility for your event, please complete the [Rental Intake Form](#) and a staff member from the Department of Planning and Community Development will be in contact with you within 5 to 7

Old Town Hall is available to the following entities:

- Private Individuals, for both public and private events
- Non-Profit Organizations, for both public and private events
- For-Profit Organizations, for both public and private events

Old Town Hall may be rented for the following types of functions:

Performances, Art Exhibitions/Installations, Civic Events, School Functions, Meetings, Talks, Workshops, Markets, Film Projects, Family Functions, and Special Events.

Old Town Hall is explicitly not available for the following:

- Political fundraisers
- Events with Vendors without Licensing Board approval

Rental Fees:

Please see our Rental Rates and Multi-Day Use Programs on pages 9-13 of this document.

Parameters of Use:

- Old Town Hall operates as a Do-It-Yourself venue, please plan assistance accordingly. It is the responsibility of the renter to hire and supply all necessary help for the setup, operation, and breakdown of an event (this includes tables, chairs, decorations, etc.) It is important to remember that all load in, set up, breakdown, and clean up must take place during your event's rental hours.
- The Old Town Hall is a historic structure; decorations must be removed by the renter at the end of the event and may leave no marks. The use of tape (of any kind but painters' tape), tacks, push pins, nails, screws, and glue are strictly prohibited on all walls and surfaces. Residue free, light grip, painters' tape may be used. You may also use Command Strips as long as all instructions on the package are followed to the letter and no damage is caused by the removal of these items. Signs may not be taped onto the interior or exterior of the doors of Old Town Hall. Free-standing exterior signage may be discussed when booking.
- Food and beverages are permitted in the Old Town Hall, please see the 'Food/Catering Information' section for more details. Alcohol may be consumed with the use of a police detail; a fire detail may also be required. See the 'Police & Fire' section for more information.
- Smoking is not permitted anywhere inside, including the restrooms, or within 50 feet of the building.
- No animals, except service animals, are permitted in the building.
- An Event Manager will be assigned to your event by the City and will be on duty at all times during the event. They will be on site to open the building and lock up behind you and to address any questions or requests you might have during your event. The Event Manager is NOT responsible for setting up or breaking down the event and must approve all furniture arrangements and decorations. Please contact the City one week prior to your event to find out the name of the staff working your event.
- The Derby Square area outside of Old Town Hall is not included with this rental. Derby Square may be rented for an additional fee and requires a separate [permit](#) application. For information on renting Derby Square please contact Julie Barry, Senior Planner of Arts & Culture for the City of Salem by emailing jbarry@salem.com. <https://salemma.portal.opengov.com/categories/1087/record-types/6505>
- **Renters who do not follow the rules & regulations for use of this historical building outlined here, and in the contract, or who cause damage to the building, will forfeit their security deposit, and will be billed for specific damages, trash removal and/or any extra hours required of our staff.**

Site Visits:

We encourage the use of our online virtual tour so you can conduct site visits on your own time as much as possible. This tour can be seen here: <http://bit.ly/OTHTour>. Initial explorative site visits are free of charge during regular City office hours. A total of 2 site visits per rental is provided free of charge. A charge of \$25 per a visit for a 3rd and 4th visit will be applied. All additional site visits will come at the cost of \$35 per visit.

Building Specifications:

Hours:

Old Town Hall is available for rental events year-round, 7 days a week between the hours of 7am and midnight. **Events must end by 11pm and the building completely vacated by midnight.** Rental opportunities in the month of October are limited (see 'October in Salem' section for more information).

Occupancy/Capacity Limits:

- Overall Limit: 250 (There can be no more than 250 people inside Old Town Hall at any time.)
- Second Floor Great Hall: 150 max (Row Seating: 150 Table Seating: 100)
- First Floor Colonnade*: 100 max (Row Seating: 100 Table Seating: 70)
*Due to the presence of decorative columns and art displays in the Colonnade, this space is better suited for workshops, talks, meetings, exhibits, receptions, etc. but can be used for smaller weddings, performances, and other functions.

Dimensions:

Great Hall: 1,677' sq (29'.5 x 61' + stage) *Stage:* 197'sq (18' 10" x 10' 7")

Colonnade: 2,171' sq (36.5' x 59.5' – columns)

Columns: 10 columns, 5 per side w/1'x1' base, approx. 8' apart

Accessibility:

The building is accessible for individuals utilizing mobility devices. The main entrance ramp is located on the Essex Street side of the building. The second floor can be accessed by staircase or elevator. There is one bathroom located on the second floor, which is ADA accessible. The main restrooms are in the basement, which can also be accessed via the elevator and are equipped with accessible stalls. All events must offer some type of seating as part of their set up per ADA regulations. The wooden chairs located on the raisers surrounding the second floor Great Hall do not qualify as ADA accessible seating.

Temperature:

- Heating: The building is heated during the winter months. Due to the size of the building and percentage of windowed wall space, the building is able to maintain a temperature in the mid-60s. If you need the heat adjusted, you can ask the Event Manager to do so. Space heaters are not allowed in the building due to fire concerns.
- Cooling: Old Town Hall does NOT have air conditioning and can become quite hot in the summer months. Guests are welcome to rent or supply cooling devices (AC units, fans) and/or request that the Event Manager open the windows for ventilation. Pending availability, the facilities 2 fans may also be used.

Furniture:

- The historic wooden folding chairs surrounding the Great Hall may be used for seating but may NOT be moved from their current locations. Any movement of these chairs will result in an immediate forfeiture of the security deposit. The 'Bridal' room between the Great Hall and the 2nd floor restroom is equipped with a seating arrangement that you are welcome to use but should not be moved.

- Use of Old Town Hall furniture is subject to availability. There are eight (8) 60” round tables and four (4) 8’ rectangular tables are available for use free of charge. Linens are the responsibility of the renter. Linen rentals are strongly encouraged due to the visual condition of these items. Seating options are limited, we have a handful of assorted individual folding chairs of various styles and colors available. These chairs can be used free of charge but must be returned to their storage cart by renter after use. Additionally, there are 8 moveable gallery walls, 2 lounge chairs, a small couch, 2 wooden shelving units, 5 rolling workshop tables, and a basic sound system including a 6-channel mixing board, 2 speakers, & a microphone w/stand that may be available for use upon request. Please check availability for these items when arranging your rental.
- All furniture MUST be placed back where found, in the manner they were found, or risk loss of security deposit. Gallery walls CANNOT be moved if they are part of a display that is not part of your rental.
- Renting specific styles and/or additional chairs and/or tables from outside vendors is allowed and is the sole responsibility of the renter.
- All events must offer some type of seating as part of their set up due to ADA accessibility regulations. The wooden folding chairs in the Great Hall do not count toward this requirement.

Deliveries & Storage:

- Drop-off and pick-up times for any deliveries (rentals, decorations, caterers, florists etc.) must be arranged with the City’s Arts & Culture planning staff and must take place during regular City hours, pending availability, or during the rental period for the event itself.
- Storage at Old Town Hall outside of the rental window comes at the cost of \$50 per day and MUST be arranged with City staff beforehand.
- As this is a busy multi-use space, requests for deliveries outside of the rental window and/or overnight storage requests must be made no later than 30 days before the event.
- Any storage that has not been approved by the City 30 days in advance will incur a fee of \$100 per day.
- Multi-day events, not booked under the Arts & Culture Multi-Day Rental Policy will automatically be assessed a \$50 overnight storage fee.
- The City, its agents, officers and employees assume no responsibility for any objects stored at Old Town Hall and will not be responsible for any loss, damage, or stolen property. While we try our best to accommodate these requests, the City reserves the right to deny any storage, pick-up, or drop off requests made for times outside of the rental window.

Reservations:

Events may be booked up to one year in advance* and must be made at least 30 business days prior to the event. Events booked less than 30 days from the date of the event will incur a \$50 late booking fee for Salem residents and \$100 fee for non-Salem residents.

Interested parties should fill out the [Rental Intake Form](#). A City staff member will review the request and will be in touch within 5 to 7 business days to let you know if the date is available. If the date is available, the event will be entered on the function calendar as a 15-day HOLD for a tentative reservation and a contract will be sent.

Contracts must be signed and submitted with the non-refundable deposit submitted (25% of the total rental fee) in order to CONFIRM the reservation. Reservations are held for fifteen (15) days from the date you are sent a contract. If the required signed document and 25% deposit are not received within the allowed timeframe the reservations will be cancelled and the date will be released.

NOTE: A HOLD ON THE FUNCTION CALENDAR DOES NOT CONFIRM A DATE FOR YOUR EVENT; ONLY A SIGNED CONTRACT WITH DEPOSIT CONFIRMS A RESERVATION.

Rental Confirmation:

An email from the City confirming arrival of the signed contract, 25% deposit, and necessary supporting documents (Tax Exempt Certificate, Catering Form, etc.) will officially confirm your reservation. The balance of the fee for the event is due a minimum of 30 calendar days prior to the event, along with the \$500 security deposit and any remaining required documentation (Certificate of Insurance, catering form & licenses, liquor license, confirmation of police & fire details, etc.) Failure to comply with this requirement and provide all required documents will result in an immediate cancellation of the event and a forfeiture of the 25% deposit.

Payments:

A non-refundable deposit of 25% of the total rental cost is due along with the signed Rental Agreement and Application. The balance of the fee for the event is due a minimum of 30 calendar days prior to the event, along with an additional check for the \$500 (for most events) fully refundable security deposit. If your reservation is made within 30 (thirty) days of the scheduled event, full payment must be made at the time of booking. For any event booked for the month of October, payment is due in full, with the signed contract. All payments must be made via check or money order made payable to **City of Salem** with the event name and date listed in the memo line.

Payments and rental agreements may be mailed, or hand delivered to:
City of Salem
Department of Planning & Community Development
98 Washington Street, 2nd Floor
Salem, MA 01970
Att: Julie Barry, Arts & Culture

Cancelations & Rescheduling:

Event Rescheduling:

For renter-initiated rescheduling of events, one (1) reschedule date is allowed without penalty. This new date must be approved more than 30 days prior to original event date. Subsequent rescheduling will be considered cancellations and will be assessed the 25% nonrefundable deposit for the original event.

Event Cancellation:

For events canceled within 5 business days of the event date, the City will retain 75% of the total rental fee. For events in October cancelled within 30 days of the event, the City will retain 50% of the total rental fee. For all other renter-initiated cancellations at any other time, the City will retain the 25% non-refundable deposit.

Weather/Health Emergency Cancellation:

If weather conditions or community health concerns make the event impossible (e.g. the City has declared a weather or community health emergency) the event may be rescheduled for another available date. Any

deposits made will apply to the new date. The terms of the contract will apply to the new date, and the original Rental Agreement must be annotated and initialed by all parties. If a suitable new date cannot be identified, the City will issue a full refund. The City reserves the right to cancel or postpone any event at any time due to weather or community health emergencies.

Food/Beverage Service:

Food and beverages may be consumed in Old Town Hall. If a catering service is being used, they must be approved by the City prior to the event and sign the [Caterer's Responsibilities Form](https://www.salem.com/sites/g/files/vyhlf7986/f/pages/caterers_responsibility_form_0.pdf): https://www.salem.com/sites/g/files/vyhlf7986/f/pages/caterers_responsibility_form_0.pdf. Alcohol is also allowed at Old Town Hall with the proper approvals. All food service and caterers must comply with all City of Salem and State of Massachusetts laws, as well as carry up-to-date city and state Catering and Liquor licenses in order to serve at the Hall. All permits and licenses are the responsibility of the renter and their third part contractors. Failure to secure required permits and provide copies to the Senior Planner of Arts & Culture at least two weeks prior to your event will result in the cancellation of your event.

- The Old Town Hall facility does not have a kitchen at this time. Caterers may request a vehicle permit from the City, to park alongside the building for food preparation during events, if needed.
- If a caterer or renter intends to use any outdoor equipment setup (such as tent, stove, grill, propane tanks, vehicles), all must be approved by the City in advance and the renter must obtain the appropriate corresponding permits from the City of Salem one month prior to the event.
 - Vehicle Permits are required for every vehicle you intend to park adjacent to the building for catering services, they are \$15/day and can be arranged by emailing asullaway@salem.com
 - Tent Permits are required for anything larger than 10'x10' and may be secured from the Building Department.
 - Propane permits are required for anything using propane and may be secured from the Fire Department's Office of Fire Prevention. Fire Prevention can be reached at 978-745-7777.
 - No permits are required for a charcoal grill, but you must contact the Office of Fire Prevention to describe a plan and outline how you will keep the public away from your cooking set up. Fire Prevention can be reached at 978-745-7777.
- Open flames are not allowed in the building for any reason at any time. However, electronic heating methods are permitted under direct supervision - permission must be requested in advance.
- If alcohol is served, a one-day liquor license must be obtained from the City of Salem Licensing Department. Forms are available at Salem.com. If hiring a caterer or bar service, their license must be submitted to the City of Salem Licensing Department to have on file.
- **A Police Detail Officer is required for any and all events where alcohol is consumed.** Police Details are approximately \$220 for any event up to 4hrs and \$440 for events 5-8hrs in length. It is the responsibility of the renter to hire and pay for a Salem Police Detail. Details must be set up with the Police Department Detail Office at least one week prior by calling 978-744-0171. Detail coverage must begin before alcohol is served and continue until after service has stopped and all beverages have been consumed. Details cannot be a guest of the renter.
- **A Fire Detail Officer is required for any event serving alcohol with 100 or more guests.** Fire Details are approximately \$220 for an event up to 4 hours and \$440 for events 5-8hrs in length. It is the responsibility of the renter to hire and pay for a Salem Fire Detail. Details must be set up with the Fire Department Detail Office at least one week prior by calling 978-744-1235. Detail coverage must begin before any guests arrive and continue until after all guests leave, they cannot be a guest of the renter.

- Other events may be required to hire Salem Police or Fire Details depending on specific details of the event. Old Town Hall management will inform renters if a detail would be required. It is the responsibility of the renter to hire and pay for all necessary Salem Police and/or Salem Fire Details.
- The building must be left in the same condition as it was found. All trash and other waste must be bagged appropriately and placed in the provided large trash totes in the rear foyer of the 1st floor. The City endeavors to ensure all trash and recycling bins and totes in the building are emptied prior to each event, however, in some circumstances we are not able to empty totes between events. If the trash generated by your event cannot safely and comfortably fit inside one of the provided totes, any excess trash must be hauled away by the renter at the time of departure from the building. Failure to dispose of trash and recycling appropriately will result in an automatic forfeiture of your security deposits.
- No liquids should be dumped in the trash. No food items should be put in any sinks or toilets. All food items and other trash must be placed IN BAGS before putting in the large, provided bins. All recycling should be clean and dry and placed directly into the provided recycling containers. All boxes should be broken down prior to recycling.
- Most all City of Salem Permits & Licenses can be applied for online at the following link: <https://salem.viewpointcloud.com>

Food Service for Renters and Caterers Checklist:

- Caterer's Responsibilities Form
- Catering Permit from the City of Salem Licenses Board
- Liquor Permit from the City of Salem as well as Commonwealth of Massachusetts Liquor License and Permit, if alcohol will be served or sold at the event. Both of which can be obtained through the City of Salem Licenses Board
- Vehicle Permit from the City of Salem, if caterer will need to park near the building for food service
- Salem Police Detail - must be hired by renter/caterer if alcohol is served. Salem PD: 978-744-0171
- Salem Fire Detail - must be hired by renter/caterer, if alcohol is served and 100 or more people are present at the event. Salem FD: 978-744-1235
- Propane Permit if cooking outside from the Salem Fire Department: 978.744.1235
- Permit for the Use of Derby Square, if needed

Insurance:

Renters must secure and maintain basic liability insurance in the amount of \$100,000 in the name of the organization listed on the contract for any event that is open to the public. A copy of the Certificate of Insurance (COI) naming the City of Salem as additionally insured must be submitted at least 30 days prior to your event. For catered private events, caterers must carry insurance and provide a copy to the City. The City of Salem will continue to maintain its liability, fire, and other insurance on Old Town Hall that is normally maintained for business purposes.

Clean Up:

It is the responsibility of the Renter to ensure all rented spaces are tidy and returned to their original state after each event before departure from the building. This includes, but is not limited to, breaking down all borrowed tables & chairs and returning them to their proper locations, collecting all trash & recycling, removing all decorations including any flower petals, confetti etc. that might be on the floor, and removing all event related equipment and rentals. The City will provide trash bags, small trash cans and recycling bins. At the conclusion of the event, the renter or their caterer is responsible for collecting recycling and bagging all garbage items and placing all bags and recycling items in the large trash and recycling bins provided in the

rear vestibule of the first floor of the building or removing trash from the site. The cost of the rental includes bathroom supplies and cleaning. If clean up goes past the designated end of the rental period, the renter will be charged for additional time at the same rental rate. **Clean up for a function must end by midnight.**

Parking:

Old Town Hall does not have reserved parking. Parking is not permitted around Old Town Hall or in Derby Square due to fire lane access. Parking for patrons, vendors and employees is available at adjacent municipal lots and local parking garages. Standard rates apply.

Sound Ordinances and Sound Effects on Events:

Old Town Hall is located in Derby Square, a residential area of Salem. In consideration of Declared City Sound Ordinances, events must maintain respectful noise levels at all times. All sound, amplified or otherwise, must become quiet at 11pm and stop entirely before midnight. As the building is located in a public area, the City/ Event Manager cannot be responsible for monitoring sound outside the building during your event. If exterior sound is a concern or may pose an issue, it is advised that you check with local public event calendars for potential conflicts before scheduling your event. This said, the City is not responsible for previously unscheduled impromptu performances or other potentially disruptive activities in the public spaces around the building.

October in Salem:

October is the peak of tourist season in Salem. Due to seasonal programming at the hall, bookings during this month will be limited and should be planned well in advance. Be advised that holding an event in Old Town Hall in October may mean that you are sharing the space with other activities so the building could contain sets, props, displays and other elements from the other activities. Exclusive use cannot be assured. Please ensure your guests and vendors are aware that due to heightened activity in the city, traveling to Old Town Hall may take longer than usual. Due to increased traffic, allowing extra time to travel to and from Salem is strongly encouraged. Limited downtown street parking should be expected. We advise that you, and your guests, book hotel accommodations several months in advance. The City of Salem takes no responsibility for traffic, lack of parking, costumed visitors, or other seasonal interference during the month of October, or at other times. The City is not responsible for impromptu performances or other potentially disruptive activities in the public spaces around the building.

Thank you for your interest in renting the City of Salem, MA's historical Old Town Hall. We look forward to hosting your event. Please direct any questions to:

Delia Faria, Planning Assistant of Arts & Culture

dfaria@salem.com

or

Julie Barry, Senior Planner of Arts & Culture

jbarry@salem.com or 978-619-5685

Old Town Hall Rental Rate Sheet 2024

Salem Based Entities & Individuals

Type of Event	Individuals & For-Profit Entities		
	1st fl-Colonnade	2nd fl-Great Hall	Both Floors
Civic Events*	N/A	N/A	N/A
Arts & Culture Events (up to 6hrs)	\$450	\$550	\$900
Vendor Markets (up to 8hrs)	\$1,000	\$1,000	\$2,000
Meetings, Talks, Workshops, Etc.** (2hrs)	\$200	\$200	N/A
Film Projects (4hrs)	N/A	N/A	\$900
Wedding Ceremony Only (2hrs + 1hr Rehearsal)	\$600	\$800	\$1,000
Wedding Ceremony & Cocktail Hour (3hrs + 1hr Rehearsal)	\$800	\$1,000	\$1,200
Wedding Ceremony & Reception (5hrs + 1hr Rehearsal)	\$1,300	\$1,500	\$1,700
Family Functions & Other Special Events - Catered (4hrs)	\$1,200	\$1,400	\$1,600
Family Functions & Other Special Events - Uncatered (4hrs)	\$1,000	\$1,200	\$1,500

Non-Profit Entities & Events with Not-For-Profit Mission

Type of Event	Individuals & For-Profit Entities		
	1st fl-Colonnade	2nd fl-Great Hall	Both Floors
Free of Charge to All Salem Civic Entities*			
	\$300	\$300	\$550
	\$800	\$800	\$1,600
	\$100	\$100	N/A
	N/A	N/A	\$500
	N/A	N/A	N/A
	N/A	N/A	N/A
	N/A	N/A	N/A
	\$1,000	\$1,300	\$1,500
	\$750	\$850	\$1,250

Outside of Salem

Type of Event	Individuals & For-Profit Entities		
	1st fl-Colonnade	2nd fl-Great Hall	Both Floors
Arts & Culture Events (up to 6hrs)	\$750	\$950	\$1,400
Vendor Markets (up to 8hrs)	\$1,500	\$1,500	\$3,000
Meetings, Talks, Workshops, Etc.** (2hrs)	\$500	\$500	N/A
Film Projects (4hrs)	N/A	N/A	\$1,500
Wedding Ceremony Only (2hrs + 1hr Rehearsal)	\$900	\$1,200	\$1,500
Wedding Ceremony & Cocktail Hour (3hrs + 1hr Rehearsal)	\$1,200	\$1,500	\$1,800
Wedding Ceremony & Reception (5hrs + 1hr Rehearsal)	\$2,000	\$2,500	\$3,000
Family Functions & Other Special Events - Catered (4hrs)	\$1,500	\$1,750	\$2,500
Family Functions & Other Special Events - Uncatered (4hrs)	\$1,250	\$1,500	\$2,000

Non-Profit Entities & Events with Not-For-Profit Mission

Type of Event	Individuals & For-Profit Entities		
	1st fl-Colonnade	2nd fl-Great Hall	Both Floors
	\$500	\$650	\$1,000
	\$1,000	\$1,000	\$2,000
	\$200	\$200	N/A
	N/A	N/A	\$900
	N/A	N/A	N/A
	N/A	N/A	N/A
	N/A	N/A	N/A
	\$1,200	\$1,400	\$1,600
	\$1,000	\$1,200	\$1,500

Important Rate Notes:

- > Political Fundraisers of any kind are NOT allowed at Old Town Hall.
- > Additional hours are available at a fee of \$75 per hour for Forprofit & Individual rentals, \$50 per hour for Non-Profits
- > A Historic Preservation Fee will be assessed to all rentals in addition to the rental cost. \$25 for Non-Profit Entities & Events with Not-For-Profit Mission/\$50 for Individuals & For-Profit Entities
- > A \$500 Refundable Security Deposit is required for ALL event unless otherwise noted. A refund request must be submitted via email to dfaria@salem.com by the renter within 30 days of the event end date. Renters forgo their deposit return if requests are NOT received during the allowed time. Once requested, Security deposits will be returned, less any damages, within 30 days following the event.
- > Entities seeking to provide entirely free programing to the community are eligible for a waiver of rental fees. Insurance, staffing, cleaning, Historic preservation fees, & security deposit requirements still apply.
- > Multi-Day Arts & Culture Events should see our Arts & Culture Multi-Day Rental Policy below.
- > Arts Non-Profits & arts events with not-for-profit missions, who can make a case for financial hardship should contact the City of Salem, if rental rates are cost prohibitive.
- > Special membership rates available for entities seeking to conduct rehearsals, auditions, and other invitation only, none income making activities through our Arts-Community-Access Member Program.

*City of Salem departments and boards hosting Civic Events DO NOT require a security deposit or insurance. Staffing and cleaning requirements still apply. Non-city entities hosting civic events will be subject to a \$250 refundable security deposit. Insurance, staffing, and cleaning requirements still apply.

** Talks, Meeting etc. only require a \$250 Refundable Security Deposit - Only lite food service allowed at these events.



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 st Floor Colonnade	2 nd 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 st Floor Colonnade	2 nd 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 st Floor Colonnade	2 nd 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 st Floor Colonnade	2 nd 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.



Old Town Hall City of Salem, MA



Arts-Community-Access Membership Program*

With the desire to increase use during off hours between bookings at Old Town Hall, while creating affordable, equitable access for artists and creatives on the North Shore, the City of Salem is pleased to announce the Arts - Community - Access Test Pilot Membership Program. This new experimental rental option provides steeply discounted rates to individuals and organizations working in the field(s) of arts and culture during times when the space would otherwise go unused.

Qualifying programming must be arts and culture-based activities that are invitation only and closed to the general public. Events that charge admission or participation fees do not qualify under this program. Uses of space under this membership program cannot surpass 4 hours of time in the space per booking.

Eligible entities must be:

- ★ **Individuals or Non-Profit (for-profit entities are ineligible for this program)**
- ★ **Local (i.e. incorporated or residing in the North Shore area)**
- ★ **Arts & Culture Based (i.e. conducting activities related to the arts and culture industries)**

Eligible bookings must be:

- ★ **Free**
- ★ **Closed to the public/ invitation only**
- ★ **No more than 4 hours in length**
- ★ **Arts & culture related**

Eligible programming examples include but are not limited to:

- Rehearsals/Practices
- Auditions
- Art workshop offered for free to those attending
- Professional development workshops for artists
- Book club meetings
- Community meetings for arts & culture based groups

Membership Tiers:

- Tier 1 – \$125 – Includes up to 5 uses of the space. Once a Tier 1 member has used the space 5 times, each additional use comes at the cost of \$20 per confirmed booking.
- Tier 2 - \$200 – Includes up to 10 uses of the space. Once a Tier 2 member has used the space 10 times, each additional use comes at the cost of \$15 per confirmed booking.
- Tier 3 – \$300 – Includes up to 20 uses of the space. Once a Tier 3 member has used the space 20 times, each additional use comes at the cost of \$10 per confirmed booking.

How It Works:

1. Inquiring parties should fill out the [Rental Intake Form](#). Under “Type of Event”, please select the “Arts – Community - Access” option. If desired dates are known, please list them in the date column, otherwise write in TBD.
2. A staff member will reach out to get a better understanding of your activities. Once the staff member has verified that the organization/activities qualify for this program, a signed contract, membership payment, and \$250 fully refundable security deposit must be submitted.
3. A list of requested dates can be sent as early as 6 months in advance but by no later than 7 business days prior to requested dates of use. These dates are then placed on a soft hold but are NOT a confirmed booking.
4. Bookings made through this program will be confirmed a minimum of 5 business days prior to the requested date. Please do not reach out before this time to inquire about your booking. You will receive a confirmation email from the City’s Arts & Culture planning staff if the date is available. If it is less than 5 days from your requested activation date and you have not received this message, please check your spam folder and then reach out if no correspondence has been received.
5. Members enjoy their activation(s)!

Rules & Regulations:

The City has decided to limit memberships to 10 slots at this time with hopes to further grow the program in the future, if proven successful. Slots will be filled on a first come, first served basis. If all slots have been filled, those who inquire about the program will be placed on a waitlist and notified when a spot has been made available for them. After notification, the contacted party has 2 business days to respond before the spot is offered to the next party on the waitlist.

Memberships will run from the date of enrollment through December 31, 2024. All allotted bookings must be used during this time. Memberships will not be prorated due to late enrollment and must be renewed year new year.

Additionally, all rules and regulations under the [Function Fact Sheet](#) are still applicable to all members.

Guarantees/Cancelations/ Refunds: The City cannot guarantee use of the space. Refunds will not be given to Members who are not able to use all their allotted bookings so please be careful to right-size your chosen membership tier. Regardless of tier, all members will also need to provide a \$250 fully refundable security deposit. Members who access the space outside of agreed upon hours will lose their membership and security deposit. As members of this program, access to the space will be provided without a City staff representative on site, however, members must designate one or two individuals who will have a one-hour training session with a City staff representative on how to properly open and close the building prior to their first use of space. At least one City approved and trained individual from each member group must be on site at all times of use. Members cannot begin using the space until training has been completed.

Questions: Contact Delia Faria at dfaria@salem.com or call (978) 619-5685.

***IMPORTANT NOTE:** *The City reserves the right to change, alter, limit, or revoke this policy or any elements thereof, at any time, without prior notice. We are trying out new ways to best serve our local creative community and are open to any feedback participants might have around this program's structure and efficacy.*