

LITTLETON *Opera House*



RENTAL GUIDE

2015



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Why Choose the Opera House?



Rental Checklist:

- ☐ Application Filled Out
- ☐ Contract Reviewed & Signed
- ☐ Place \$100 Deposit
- ☐ Liability Insurance (minimum \$1,000,000 coverage)
- ☐ Walk-through with staff
- ☐ Touch-base with staff within two weeks of event
- ☐ Have an OUTSTANDING event
- ☐ Clean-up
- ☐ Receive refundable deposit back with one month of event after inspection

The Littleton Opera House stands tall and proud as the staple of Littleton's Main Street, and its performance venue is once again open for you to use for your next event!

Make Your Event a Part of History

The Littleton Opera House was constructed in 1894, designed by architect Fred T. Austin. The Opera House opened in 1895. It has also been previously known as the Grand Opera House and Town Hall. It was used for dramatic performances, musical comedy, vaudeville, opera, minstrel, and wrestling. As time went on it has been used to host a wide array of performances, community events, fundraisers, and notable guests including Bette Davis and Ted Kennedy. This landmark building anchors with an octagonal clock tower

on the corner of Union Street and Cottage Street in Littleton, NH.

Perfect For ANY Occasion

Both the balcony and the seating area offers beautiful ambiance with decorative molding, hardwood floors, and excellent lighting. The space allows for up to 434 seats or use the expansive venue to kick up your heels on the dance floor.

The performance venue is managed by the Littleton Area Chamber of Commerce, which has its offices and Welcome Center in the building. The venue, located next door to the Chamber offices, is the perfect

setting for dances, performances, dress rehearsals, fundraisers weddings, birthdays and professional meetings with its wide open floor plan, stage area, balcony seating and table and chair accommodations.

Why Choose Anywhere Else?

Feel the history course through your veins as you hold your meeting, performance or party on the same stage as some of Littleton's most notable historic figures. Whatever the occasion, hold your next event at the Opera House, which has hosted such notable events as the 1941 birthday ball for legendary actress, Bette Davis.

Theater Policies

Littleton Opera House Venue

The following are guidelines for acceptable performances at the Littleton Opera House have been developed by the Opera House Management Commission. Those events not adhering to these guidelines will not be allowed to contract an event in the Littleton Opera House.

1. Smoking or the use of any tobacco is strictly prohibited within the theater or anywhere on the grounds. If this is an integral part of the staging, please contact the Littleton Area Chamber of Commerce for up-to-date relevance and clarification. Alcohol shall only be permitted if approved by the Town of Littleton Opera House Management Commission. Upon approval notice shall be given to the Chief of Police to

determine if an officer is required to be present at the event. Upon decision of the Chief of Police, a properly licensed & insured bartender shall be contracted by the Party for sale of alcohol. For events in which alcohol is not sold but given freely, decision from the Chief of Police shall suffice. The Chief of Police reserves the right to limit the amount of alcohol to be served.

2. Any strobe, atmospheric or gunshot effects must be clearly posted via lobby signs and announced in pre-show announcements. There shall be no pyrotechnics!!!

a. Above-mentioned effects must be approved by the Opera House Management Commission no later than two weeks prior to use.

b. Administration reserves the right to reject requests to utilize any effects for any reason without warning.

3. Littleton Area Chamber of Commerce staff will assist contracting party with building entry.

5. Glitter or confetti is not allowed on stage or in the house; any cleaning due to these items will be billed to the rental party.

6. The theater is equipped with Wi-Fi. To connect, refer to your OS instructions on how to connect to a wireless network. The password will be giving out by request.

7. Lagging, screwing into the deck, flying anything from the ceiling or stage battens is not permitted.

8. All national and state statutes regarding discrimination and equal opportunities shall apply to performers or attendees at any event at the Littleton Opera House.

9. No events shall contain nudity. Proper notice shall

be posted for acts containing vulgar and offensive language.

11. All applicable national, state, and local laws shall be adhered to.

12. There shall be no acts which could damage the building or bring bodily harm to attendees.

14. The Littleton Area Chamber of Commerce shall have the right to take photographs at the event for the purpose of advertising the event space and promoting future events. All rights to, and the use of these images shall belong to The Littleton Area Chamber of Commerce. The Contracting Party shall have the right to take pictures of the event as well; however, any commercial use of the likeness of the building is prohibited without the express written consent of The Littleton Area Chamber of Commerce.

13. All acts must have proper liability coverage as assigned in the event contract.

15. The Contracting Party shall be responsible for standard cleaning of the facility after use which shall include bathroom check, sweeping, decoration removal (i.e. balloons), trash pick-up & mopping any spots that liquid has been spilled. Trash removal will be the responsibility of the Contracting Party. Additional cleaning such as trash pickup (\$100), damages or stains requiring professional services will result in a fee to be paid for through the Contracting Party's Security Deposit.

16. Any act may be rejected if commission deems an event violates above guidelines, and may forfeit security deposit and ability to perform at the Littleton Opera House.

17. Cancellation of an event within 30 days results in loss of deposit for the contracting party. Deposit will not be refunded until Post Event Survey is Completed.



Technical Specifications

Littleton Opera House



Stage:

*Stage: 14'x32' masked to 11.5'x22. Apron 5'x22' oval with footlights (not operable), no crossover or door on stage right backstage.

*Proscenium Arch at plaster line is 18' high x 22' wide.

*Curtains: The main curtain was added in 1941 the fireproofing is?? It is 12 high x 20 wide open. The valance bottom is at 11' and runs to the top of fly space at 20'. Masking curtains are at 11' above floor and 22' wide with the old existing gold legs and border, the back drop are the same gold curtains that cover the back of the stage.

*Fly Space: 11' above stage to 20' top at ceiling, 2x12 collar ties at 16" on center for attaching as well as 4 beams that run upstage to

down stage 2) at 8'3" from center of stage on both sides, 2) at 11 feet from center of stage on both sides. The present battens are attached to the ceiling with a variety of rope and chain. Flying other things than curtains, masking and lights is not allowed.

*Wings: stage right is open 5'x10' area, stage left is crowded as it has the return duct for the air conditioning 30"x36" down stage, dimmer pack and electrics midstage, stage door upstage.

*Stage is 4' above the main floor with a 4" lip above the stage floor in front of the footlights. There is an 18" area on the oval part of the front of the stage with an uncovered footlight trench.

*Access is from a hallway on stage left back stage stairs. And from a rollable set of stairs in the front of the house.

Electrics:

-At mid-stage stage left: 4) 20 amp 1phs outlets, 1) 30 amp 1phs outlet (dryer plug), 1) 50 amp 1phs outlet (range plug). 80 amp 3phs switch attached to cam locks for dimmer pack.

-Under the venue service panel in hallway are 4) 20 amp 1phs outlets.

-At mid-stage stage right: 4) 20 amp 1 phs outlets.

-Footlight trench: 1) 20 amp 1 phs outlet on both sides of the trench.

-Front of the stage: 1) 20 amp 1 phs outlet on both sides of the stage on the wall.

Lighting:

*There is a 12 channel dimmer pack. The ETC Sensor SP1220A gives dimming to 10 circuits (working) edisons plugs at 20 amps per circuit. It is controlled by a 5 pin dmx cable. Controller (the present one is borrowed from LHS). There are some lighting instruments available. 6) ellipsoidal 750 watt lights, 4) 500 watt fresnel lights and 15) 600 watt par 64 lights. 2 light bars above the house on each side, accessible from the balcony. 2 poles at the back of the house accessible from the balcony. 2 light bars above the stage accessible from a 10' ladder (no ladder). 1 light batten is at 2' upstage from plaster line, 1 light batten is at 8' from plaster line. House lights run only by local switches.



Technical Specifications Continued...

Littleton Opera House Venue

Sound System:

*The present amp is a 4 channel Peavey model XR400B with the ability to handle 2 speakers and 2 monitors. There are 2) Peavey 112h speakers. One speaker needs repair but is still operable. There are 2 corded mics, 1) wireless lavalier mic and mic cords.

Film, Projection or Video:

*On stage there is a 184" diagonal projection screen with quiet motor for retraction in HDTV Format with a 16:9 Aspect Ratio. Projector and video not included.

Seating & Tables:

*The capacity of the main floor is 264 seated, or 124 seated w/ tables, 170 fixed seats balcony.

*The space is 53 wide x 47 long. There are 250 chairs that are in the venue area for use. There are 15) 5' round tables. The seats in the balcony are in good condition with only 6 non functional seats. All of the seating areas except the seats in the balcony are handicap accessible, the balcony is handicap accessible. There are 4) banquet tables: 2) 6 footers and 2) 8 footers, 1) card table, 1) small folding table, 1) 20"x30" stand table and a tv table.

House Electric Service:

*There are several 20 amp 1phs edison outlets are spread around the house. The panel for these outlets are in the janitors closet near the restrooms on the main floor.

Loading:

*The stage access through the main entrance or front of the building doors, through the door in the back of house, across the main floor and up the hallway stairs or up rolling stairs. The main entrance door (handicap ramp) with both doors open is 70" wide x 82" high with a diagonal distance of 107". The passage way from the main entrance door has an opening of 44" wide x 81" high with a diagonal distance of 90". The door at the front of the building with both doors open is 74" wide x 83" high with a diagonal distance of 116". The back of the house doors with both doors open are 66" wide x 86" high with a diagonal distance of 105". A 4 wheel hand truck is on site.

Dressing Rooms:

*Two dressing rooms accessed through the hallway on stage left. Bare rooms that are not set up for use.

Back of House:

*There is a hallway in the back of the house. Access to the house is from 3 doors in the hallway and 1 door on the house right side of the main floor. The balcony is accessed from stairways in this hallway or by the 2nd floor house right door to a hallway serviced by an elevator. There are toilets on both levels, There is limited space for ticket sales, concessions or any other activity. There is no way to announce upcoming events and activities.

Storage:

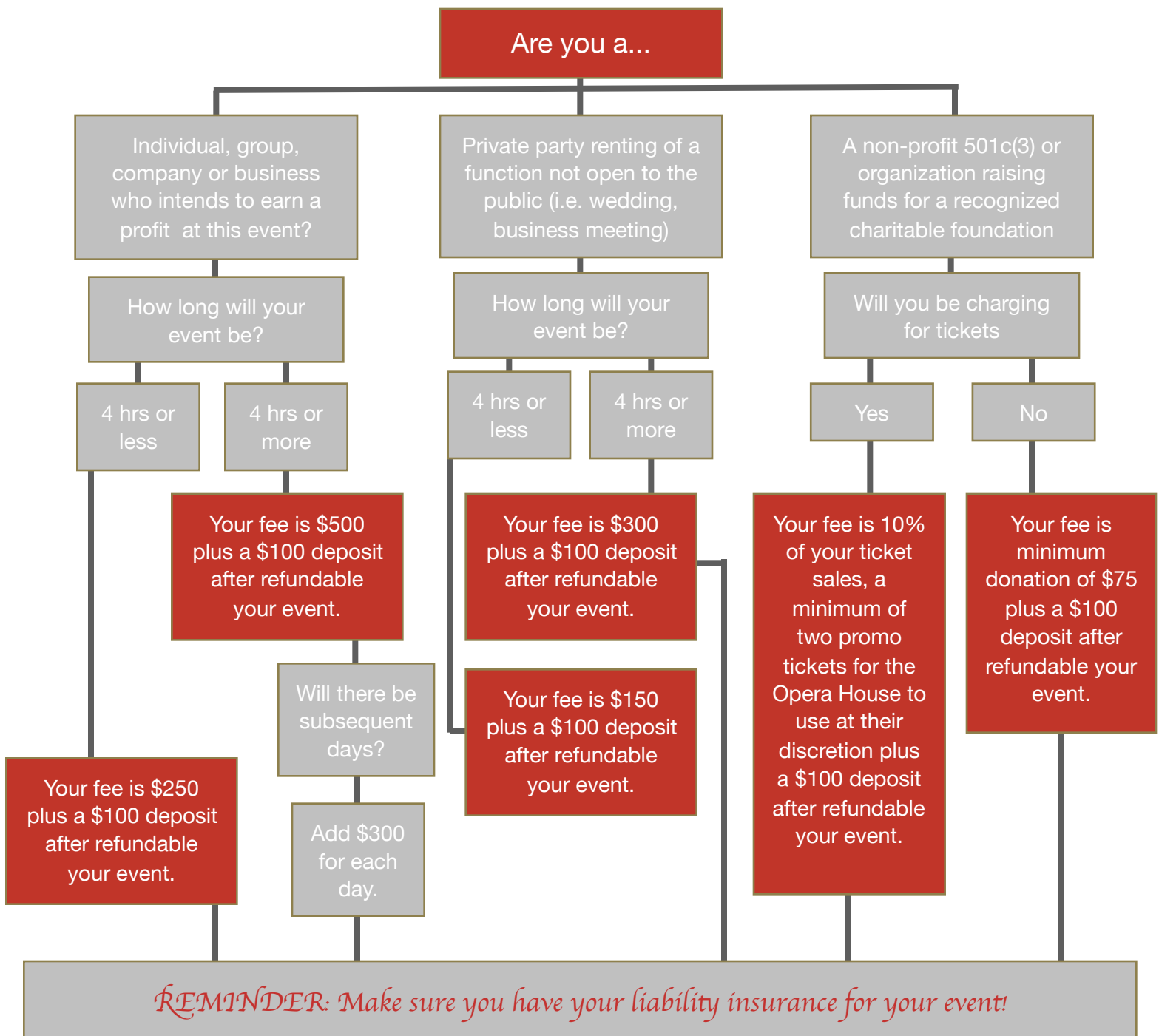
*Storage is available under the stage, and in the 2nd floor area on the house right off the balcony. Secured storage is on the 3rd floor, a 9'x12' room around the corner from the restrooms.



Fee Schedule

Littleton Opera House Venue

Our fee schedule is designed be accessible for a wide range of organizations. It can be a little confusing to find out where you fit, so we encourage you to use this handy flow chart to determine the pricing for your event. Please note all prices include set-up and break-down times.



Application for Venue Rental Littleton Opera House

Thank you for your interest in renting the Littleton Opera House. After reviewing our policies and contract, please return the following application, completed contract, and deposit to the Littleton Area Chamber of Commerce to reserve your date. Please note, the Opera House rental is not complete without a copy of your liability insurance.

Organization/Party name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Contact person: _____

Is your organization/company a non-profit: _____

If yes, please attach a copy of your 501(c)3.

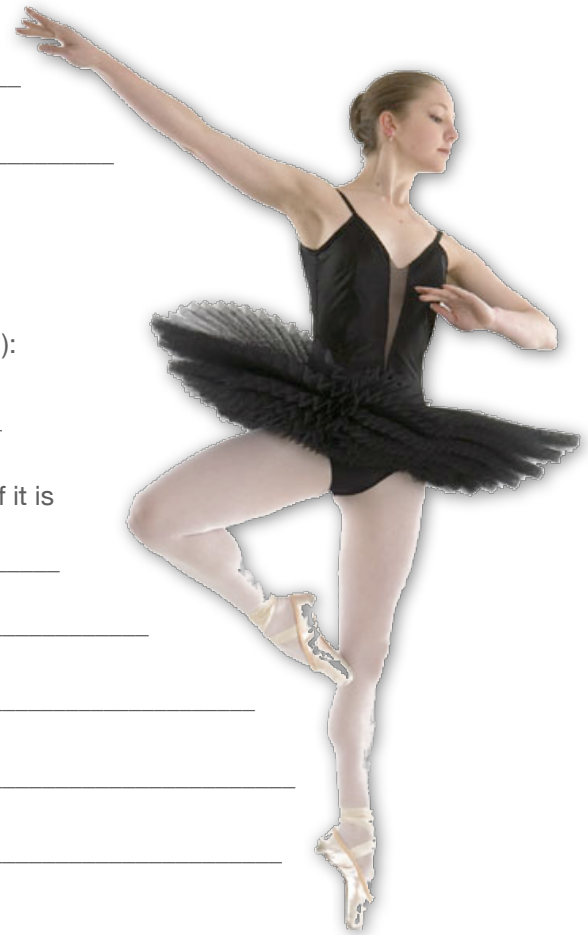
What type of event are you holding? (i.e. wedding, performance, concert, etc.):

Please provide a few sentences that we can use to help promote your event if it is open to the public: _____

What is the date(s) that you are looking to book? _____

Will this event be ticketed and advertised to the public? _____

What time will the event start: _____ and end: _____



Venue Rental Agreement

AGREEMENT:

This Agreement is made on this the _____ day of _____, by and between the Littleton Area Chamber of Commerce and _____ (The Contracting Party) for an event/meeting on the _____ day of _____, and use of the building from the hours of _____ AM or PM to _____ AM or PM.

WHEREAS, the Littleton Area Chamber of Commerce operates the Littleton Opera House as an educational center, arts venue, and gathering place open to the general public for such purposes, and

WHEREAS, the Contracting Party wishes to so use the Littleton Opera House,

NOW THEREFORE, the parties intending to be so bound hereby agrees as follows:

TERMS

I. Introduction

The Littleton Opera House is an auditorium located at 2 Union Street in Littleton, NH inside the Littleton Town Building. It is owned by the Town of Littleton, and operated by the Littleton Area Chamber of Commerce. Only restrooms and spaces designated for venue use are to be used for the event/meeting. All other spaces are off-limits

II. Conditions for Use of the Event Space (The Littleton Opera House)

The Contracting Party wishes to use, and The Littleton Area Chamber of Commerce agrees to allow the Contracting Party to use, the event space on the date and times set forth above. At all events, The Littleton Area Chamber of Commerce will appoint a representative for the event to manage building security and be present during the function.

III. Rental Fees

The rental rate for the Contracting Party's use of the event space shall be in accordance with the fee schedule separately provided beforehand. The rate for this event will be _____.

The above rate covers only the period as set forth above. The "period of use" is determined by the start of setup of the event through the departure time of the Contracting Party following clean up. The rental fee shall not be prorated if the "period of use" does not last for the entire block of time as set forth above. Events requiring extensive set-up time may be required to pay an additional day fee for use of the facility.

If police officer presence is deemed needed by the Chief of Police or his designee, the contracting party shall be responsible for the fee associated with the presence of the officer.

If firefighter presence is deemed needed by the Fire Chief or his designee, the contracting party shall be responsible for the fee associated with the presence of the firefighter.

IV. Security Deposit

In addition to the rental fee deposit, a security deposit in the amount of \$100.00 will be required at the completion of this contract. The Littleton Area Chamber of Commerce reserves the right to use any or all of the security deposit toward any of the Contracting Party's obligations under the contract or any claims that The Littleton Area Chamber of Commerce might have, or for overtime, cleanup, damages to or destruction of any property located in or on the premises belonging to The Littleton Area Chamber of Commerce as a result of the Contracting Party's use of the premises or in any way relating to the event. If any such damage or destruction is caused by the Contracting Party or any agents, representatives, or employees, the Littleton Area Chamber of Commerce will first attempt to recover its damages and expenses from the agents; however, if and when reasonable efforts to recover such damages and expenses, which does not include litigation, are unsuccessful, The Littleton Area Chamber of Commerce will look to the Contracting Party for

Venue Rental Agreement

the same. The full amount of the security deposit will be refunded no later than fourteen days after the event if it is determined that no damage has occurred and that there are no claims or other outstanding obligations at the time involving the Contracting Party.

V. Damage

The Contracting Party hereby agrees to be fully and solely responsible for any damage in any way relating to the event, and to be fully and solely responsible for any damage or destruction of The Littleton Opera House or any property located on or within the premises caused by the Contracting Party or any of its agents, guests, or invitees. The Contracting Party further agrees to pay any and all costs of repair of damage to the facility caused by itself or its agents, guests, or invitees, or occurring during its agents, guests, or invitees use of the facility pursuant to this contract.

VI. Cleaning

The Littleton Area Chamber of Commerce shall be responsible for standard cleaning of the facility after use which shall include sweeping, dusting, and tarp storage. Trash removal will be the responsibility of the Contracting Party. Additional cleaning such as trash pickup (\$50), damages or stains requiring professional services will result in a fee to be paid for through the Contracting Party's Security Deposit.

VII. Indemnification & Defense

The Contracting Party agrees to indemnify, defend and hold harmless the Littleton Area Chamber of Commerce/Town of Littleton and its officers from any liability, claims, damages, loss, or expense (including attorney's fees, court costs, and consequential damages) relating in any way to the event or caused by the use of the facility by the Contracting Party, the Contracting Party's guests or invitees, or the Contracting Party's agents, such as musicians, decorators, and others working for the Contracting Party. A release of liability form must be signed and made part of this Agreement. In addition, the user must provide a certificate of Liability naming the Littleton Area Chamber of Commerce and Town of Littleton as additionally insured with minimum liability limits of at least \$1,000,000 Single Occurrence, 2,000,000 in Aggregate and Workers Compensation Insurance.

VIII. Force Majeure Conditions

The Contracting Party agrees that The Littleton Area Chamber of Commerce/Town of Littleton and its officers shall not be liable for losses, damages (including attorney's fees, court costs, and consequential damages), detention, delay or failure to perform in whole or in part resulting from causes beyond its control, including but not limited to acts of God, acts or omissions, fires, weather conditions, power failures, strikes, riots, embargos, delays in transportation, inability to obtain supplies or requirements, or regulations of the United States Government or any other civil or military authority (to include any local legislation regarding liquor license requirements).

Delays or nonperformance excused by this provision shall not excuse payment of any amount owed by the Contracting Party at the time of this occurrence. If an event is cancelled in whole or in part because of a force majeure condition, a complete or partial refund will be made accordingly to the Contracting Party no later than fourteen days after the date of the event.

IX. Seating & Equipment

Contracting Party shall be permitted to use seating and equipment located on site. Setup along with acquisition of additional seating, tables, or equipment not located on site shall be the responsibility of the Contracting Party. Contracting Party shall provide a list of equipment to be used to the Littleton Area Chamber of Commerce. All equipment shall be meet public safety standards.

Venue Rental Agreement

X. Photographs

The Littleton Area Chamber of Commerce shall have the right to take photographs at the event for the purpose of advertising the event space. All rights to, and the use of these images shall belong to The Littleton Area Chamber of Commerce. The Contracting Party shall have the right to take pictures of the event as well; however, any commercial use of the likeness of the building is prohibited without the express written consent of The Littleton Area Chamber of Commerce.

XI. Applicable Law

This contract shall be governed and construed in accordance with the Town Ordinances of Littleton, New Hampshire and the laws of the State of New Hampshire, including RSA 105:9 in regards to police attendance at public meetings or functions.

XII. Assignment

This contract may not be assigned in whole or in part by the Contracting Party, except with the prior written approval of The Littleton Area Chamber of Commerce.

XIII. Parol Evidence

This contract constitutes the entire understanding between the parties. This contract may only be amended in writing signed by all parties.

XIV. Attorneys' Fees

In any action or proceeding to enforce, preserve, or protect any right or benefit under this Agreement, Littleton Area Chamber of Commerce in each such action or proceeding shall be entitled, in addition to any and all other relief granted by a court, to an award in such action or proceeding of the amount of its attorneys' fees reasonably incurred therein.

Contracting Party Printed Name: _____

Signature: _____ Date: _____

The Littleton Area Chamber of Commerce:

Signature: _____ Date: _____

Title: _____