

# **PERFORMING ARTS CENTER at SIMSBURY MEADOWS**

## **The Performing Arts Center Statement of Purpose**

*The Performing Arts Center at Simsbury Meadows is an entertainment facility built to enhance the quality of life in Simsbury.*

## **The Performing Arts Center Policies**

- (1) The Entertainment Season is June 15<sup>th</sup> to September 15<sup>th</sup>.*
- (2) Booking Priority during the Entertainment Season*
  - a. The Talcott Mountain Music Festival*
  - b. Entertainment Events*
  - c. Other Public Gathering Events*
- (3) Other Public Gathering Events Desiring a Date Within the Entertainment Season Will Not Be Given a Confirmed Date Until After March 31<sup>st</sup>.*
- (4) The Performing Arts Center at Simsbury Meadows Operates on a Positive Cash Flow Basis.*

## **Guidelines for Acceptable Use**

### **Scope**

This policy applies to all proposed events to be scheduled and authorized to be hosted at the Performing Arts Center at Simsbury Meadows.

### **Purpose**

The purpose of these guidelines is to detail expectations of proposed entertainment bookings, related vendors and seeking to provide concessions to events scheduled at the Performing Arts Center at Simsbury Meadows.

### **Definitions**

#### **Performing Arts Center (PAC)**

The "Performing Arts Center" (PAC) refers to the amphitheater and surrounding grounds including the parking lots immediately south of the amphitheater, adjacent barns, parking lot to the east of the amphitheater, private event and soccer field located immediately to the north of the amphitheater stage. See

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reference map located on the Performing Arts Center at Simsbury Meadows website: [www.simsburymeadows.com](http://www.simsburymeadows.com)

## **Facility Manager**

The “Facility Manager” refers to the person with direct oversight to the use of the facility and event coordination.

## **Vendor**

“Vendor” to the person or company applying for or providing concession operations to the Facility and is authorized by the Town of Simsbury to provide such services.

## **PAC Acceptable Use Guidelines**

- Events scheduled will be in alignment with the mission for the Performing Arts Center at Simsbury Meadows.
- Examples of acceptable use include:
  - Musical Concerts
  - Outdoor Movies
  - General Assembly - Graduation ceremonies, Memorials, dedications
  - Sporting events (Soccer)
  - Fairs (i.e. Craft fairs)
  - Festivals that celebrate heritage
  - Art Shows, Poetry readings

## **PAC Facility Restrictions**

- The PAC facility is restricted from use that conflicts with previously scheduled activities.
- Any event/promotion that requires structures or equipment be erected in order to support the function will need authorization from the Facility Manager.

## **Right of Refusal**

- Use of the PAC Facility is at the sole discretion of the Town of Simsbury.

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- The Town of Simsbury and Facility Manager reserve the right to refuse use of the PAC facility that would cause damage to or negatively impact the facility or overall maintenance of the PAC facility.

### **Event calendar**

- The event calendar will be maintained in the Town of Simsbury Culture, Parks and Recreation.
- The Calendar of Events will also be made available to the public through the Office of the Town Clerk, the Office of Simsbury Culture, Parks and Recreation and will be posted on the website:  
[www.simsburymeadows.com](http://www.simsburymeadows.com)

### **Concessions**

- Concessions will be reviewed and approved by the Facility Manager in the "Concessions Agreement".
- Vendors will be required to comply with all detailed standards for performance as outlined in the "Concessions Agreement".

### **Revisions to Acceptable Use Policy**

- Revisions to the Guidelines for Acceptable Use policy will be reviewed and approved by the Performing Arts Center Board.

### **The Performing Arts Center Fiscal Year**

The Fiscal Year will begin October 1 of each year and will end on September 30.

### **The Performing Arts Center Policy on Complimentary Tickets**

All complimentary tickets issued to the Town of Simsbury shall be controlled by the Performing Arts Center Board. It shall be the policy of the Performing Arts Center Board that no event tickets will be given to any Town of Simsbury employee, elected official or appointed official for personal use. Tickets are to be used for promotional and fund-raising purposes and shall be accounted for in detail and reported in the PAC at SM Annual Report.