



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:**

Non-profit request for Eno fee waiver

2. **Date of submission:**

March 3.2014

3. **Date of Board Meeting:**

March 10. 2014

4. **Individual or Entity making the submission:**

Theatre Guild of Simsbury

5. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**

The Individual or Entity making the submission requests that the Board of Selectmen:

Waive the weekend rental fees for use of Eno Hall for our spring production of "Almost, Maine" by John Cariani. Requested dates are April 5, 6, 11, 12, and 13.

6. **Individual(s) responsible for submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):**

Karen Sidel, President of Theatre Guild of Simsbury
9 Linda Lane, Simsbury, 860-651-4922
karensidel@sbcglobal.net

7. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

The Theatre Guild of Simsbury (TGS) wants to use Eno for its spring production of "Almost, Maine." We have a cast of 14 and crew of about 6 and are currently in rehearsal. Performances are Saturday 4/5, Sunday 4/6, Friday 4/11, Saturday 4/12 and Sunday 4/13. Friday and Saturday hours would be from approximately 6 to 11 p.m. and Sunday hours would be from noon to 5 p.m. for set up, performance and clean up. We have been granted the performance license rights from Dramatists Play Service for these dates. The show is open to the public and we anticipate audiences of approximately 75 people per performance; ticket prices range from \$18 to \$25. We would require use of the auditorium, dressing rooms, lobby and restrooms, as well as the sound and light systems in the auditorium. We are asking the Town to waive the rental fees for use of Eno, as it has done for TGS in the past, most recently for our production of "Pride & Prejudice" in April 2013. And, as in the past, we will pay the custodial fees for the hours that Eno is not normally open, and we request that these fees be \$45 per hour. TGS has liability insurance and will provide the Town with a Certificate of Insurance if one is requested. There are no other legal documents that need to be reviewed by the Town's counsel. See attached memorandum for additional information.

8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

No documents are attached to this submission.

ADDITIONAL INFORMATION FOR BOARD OF SELECTMEN AGENDA SUBMISSION FORM

Title: Non-profit request for Eno fee waiver
Date of Submission: March 3, 2014
Date of Board Meeting: March 10, 2014
Entity making submission: Theatre Guild of Simsbury

The play has a minimal set, props and furniture, all of which will be brought into Eno during regular operating hours. We also ask that the grand piano that normally sits on the stage be left on the floor of the auditorium until after the close of our show on April 13. The Simsbury Light Opera Company (SLOCO) has arranged to have the piano moved off the stage for their production of "The Mikado" in March (3/8-16). The cost of moving the piano is \$300 to have it removed from the stage and another \$300 to have it put back. It is more efficient and cost-effective for TGS and SLOCO to share the cost of moving the piano once in either direction, and we believe it is also better for the piano to limit the number of times it must be moved. We believe there is ample room in the auditorium to house the piano during the 4-week period between the end of the SLOCO production and ours. TGS has enjoyed a close relationship with the Town, contributing to the cultural enrichment of the community for over 40 years. We look forward to continuing this relationship. Thank you for your consideration.