

# Building a Better Brattleboro

## Robert H. Gibson River Garden Usage Policies

- 1) Fees are based on hourly charges as follows:
  - a) The standard rate is \$50/hour
  - b) The discount rate is \$25/hour
  - c) The minimum charge shall be \$50 regardless of event category.
  - d) Events that may reasonably be expected to have attendance of greater than 50 persons will be subject to a usage surcharge that will be determined on a case by case basis.
- 2) Events eligible for the discounted rate meet all of the following criteria:
  - a) The event will not benefit a particular individual, group, or organization.
  - b) The event is clearly in the public interest.
  - c) The event is open to the public.
  - d) The event is consistent with the BaBB's mission to support and nurture the vitality of Downtown Brattleboro.
  - e) No entry fee, sales, fund raising, or other monetary transactions occurs at the event. Objects or services displayed or advertised for sale will be considered as proof of intent of underlying monetary transactions.
- 3) Weekly rates
  - a) Weekly rates are available for those who commit to using the facility at a specified time every week for at least one month at a time.
  - b) Weekly rates will only apply between Monday at 9 am and Thursday at 11:59 pm.
  - c) Weekly rates will be paid monthly in advance unless other arrangements are made and will not be refundable.
  - d) Users eligible for weekly rates may, upon payment of cleaning/reset and key deposits noted below, retain possession of the key. Key shall be returned within 24 hours of final event of use term or any renewal thereof.
- 4) BaBB Sponsorship - Upon application to the Executive Committee of BaBB's board, the Committee may decide to sponsor a proposed event at the River Garden. BaBB sponsored events will meet the following criteria:
  - a) The event is in the Executive Committee's sole determination in the public interest.
  - b) The event is open to the public.
  - c) The event is consistent with the BaBB's mission to support and nurture the vitality of Downtown Brattleboro.
  - d) The event is not political in nature in the Executive Committee's sole determination .
  - e) If BaBB sponsors an event, the event organizer shall pay a flat fee of \$25 to BaBB to help defray the operating costs of the facility.
- 5) Set-up fees- If an event organizer wishes to reserve the River Garden immediately prior to a scheduled event for set-up or other purposes, the following fee structures shall apply:
  - a) For events not eligible for a discount - The full hourly rate shall apply during the hours the event is open to the public. One-half (1/2) the full hourly rate shall apply during setup time.
  - b) For events eligible for a discount - The discounted hourly rate shall apply during the hours the event is open to the public. The Executive Director may, at his or her sole discretion, waive the hourly fee for a reasonable amount of set up and clean-up time on either side of the event not to exceed the hours open to the public.
- 6) Damage/Cleaning policy
  - a) All events will pay a damage/cleaning deposit of \$150.

- b) BaBB will return the full deposit when event organizers return the facility to the condition specified in the River Garden User's Manual available at the River Garden.
  - c) BaBB shall bill the Organizer at the rate of \$50/hr, with a minimum of \$25, for any necessary cleaning and the actual costs incurred for any repairs.
  - d) Organizer shall be responsible for any such costs in excess of the deposit.
- 7) Key policy
- a) All users shall pay a deposit of \$150 towards return of the key
  - b) Users shall return the key as noted on the key deposit form or within 24 hours of BaBB's request.
  - c) The deposit shall be refunded upon BaBB receipt of key.
- 8) The following are prohibited at the River Garden:
- a) Open flame
  - b) Smoking
  - c) Alcoholic beverages unless provided on-site by a licensed establishment
  - d) Hazardous substances.
- 9) BaBB reserves the right to refuse access to the facility to any and all parties at its sole discretion at any time without notice.
- 10) All users of the River Garden shall provide proof of insurance naming BaBB as additional insured and protecting BaBB against all loss, cost or expense by reason of injury to or deaths of persons, or damage to or the destruction of property by reason of the user's use and occupancy of the River Garden.
- 11) Partisan political event provisions
- a) An event shall be defined as a partisan political event if it meets any one of the following criteria
    - i) It is sponsored by a political party
    - ii) It is intended to affect the outcome of an election
    - iii) It advocates for a specific position that is generally attributed to a specific political party and thus may reasonably be interpreted to support that party to the detriment of other parties.
  - b) Political signs may not be posted on the River Garden.
  - c) Partisan political events must pay the full hourly rate.
- 12) BaBB reserves the right to modify these policies without notice.

Effective Date: August 28, 2006