



Sipe Center Private Event Request Form

Name: _____

Phone: (_____) _____ Email Address: _____

Organization: _____

Address: _____

Date of Event: _____

Event Time (include time for set-up and tear-down. **Renters will NOT be permitted to enter early for set up or stay late for clean up**): _____

Estimated number of attendees: _____ (154 maximum capacity)

Event Description: _____

Check any of the following operations needed for event:

Cinema

Concession Sales

Audio/Visual

(fountain drinks, candy, and popcorn)

\$75.00 additional staff fee for use of AudioVisual equipment for live performances.

Sipe Center has capability to play DVDs, regular Blu-ray discs (**not** Blu-ray ultra 4k hd), streaming, and gaming systems with HDMI connection.

Private Event Fees:

- **Weekday (M-W):** \$200 for 3 hours, \$50 for each additional hour
- **Weekends (Th-Sun):** \$250 for 3 hours, \$75 for each additional hour
- \$75 fee for use of Audio/Visualequipment

Total due: _____

The total amount of the rental fee is due upon the approval of the application.

Sipe Center Private Event Approval

1. Applicant, on behalf of User, requests use of the Sipe Center on the event date. The Town of Bridgewater has granted the request, subject to the provisions of this Agreement.
2. User acknowledges receipt of the Town's Rules and Regulations concerning the Sipe Center private events. User agrees to abide by those Rules and Regulations. (See Rules and Regulations here.)
3. User assumes all responsibility for the safety of User and guests. User releases and absolves the Town from any liability associated with the event. User agrees to indemnify the Town and hold the Town harmless if a claim of any type is made against the Town.
4. User agrees to be responsible for (1) any damage to Sipe Center arising from the event, or (2) any failure to abide by the Rules and Regulations.
5. Should the Town seek the advice of counsel with respect to this Agreement, any breach thereof, or to defend itself against any claim covered by Paragraph Three, User shall reimburse the Town for all reasonable attorneys' fees.
6. The Town may rescind this agreement for any reason, but it will attempt to give User reasonable notice prior to the event date.
7. In the event of a significant weather event either party may cancel. The Town will negotiate in good faith with User for an acceptable new event date. If such agreement cannot be made, User will receive a full refund.
8. The undersigned warrants that he/she is authorized to enter into this Agreement on behalf of User and individually guarantees performance of User's obligations under this Agreement.

Signature: _____ **Date:** _____

Approval by Town of Bridgewater: _____ **Date:** _____

Sipe Center Private Event Rules and Regulations

The Town of Bridgewater shall approve all private event requests and reserves the right to refuse the use to any person or organization for just cause, with or without due notice. The person(s) or organization using Sipe Center shall comply with all rules and regulations as set forth by the Town of Bridgewater.

Prohibited Uses:

- “For Profit” activities unless specifically approved by the Town Manager.
- The use of drugs or tobacco products (including vaporizers).

Reservations:

- Requests may be made in person at the Sipe Center (100 North Main Street) or the Bridgewater Community Center (201 Green Street).
- Private event requests must be submitted at least 2 weeks prior to event date. The Town will examine requests outside that time frame on a case by case basis.
- On the day of your event, Sipe Center will be opened and closed by a Town employee. If problems should arise contact Megan Byler at (540) 476-0810.
- Service animals are permitted.

Fees Charged:

- The total amount is due upon the approval of the application. This is a non-refundable fee for the use of Sipe Center. In the case of damages, the User will be billed.

Damages:

- The User is responsible for damages and must sign an indemnification agreement when applying for the use of the Sipe Center.
- If any damage is done to Sipe Center (or equipment, furniture, or facilities therein) because of the User’s use of the Premises or its failure to abide by the terms of these rules and regulations, the User will immediately pay to the Town all sums necessary to repair the damage or replace the damaged items.
- Facility users will be held responsible for the actions of their guests.
- The User is likewise responsible for items lost or stolen, whether the property of Sipe Center or the attendees.
- Tape, tacks, or nails are prohibited when decorating the facility. Damages to walls will result in additional charges.

Conduct:

- Improper conduct will result in expulsion from the premises. If appropriate, criminal charges will be placed.
- Destruction of property and abusive language and behavior will not be tolerated.
- There shall be no unnecessary exploring in the building, horseplay, or activities which are dangerous or would cause excessive wear to Sipe Center or its fixtures, furniture, or equipment.
- Use of candles is not permitted.
- The use of the Manager’s Box is prohibited without training and certification by the Town.
- Unauthorized personnel are prohibited in the concession area and utility room and area. (Sanitation concerns prevent allowing the general public in these areas.)
- **No outside food or drink is allowed in the theater portion of the Premises. Only food and drink purchased at the Sipe Center concession stand is permitted in the theater.**
- User will not engage in copyright infringement on the Premises and will reimburse the Town against any loss suffered as a result thereof, including attorney’s fees.

Capacity:

- Mezzanine: Maximum 15 people
- Theater: Maximum 154
- Lobby: Maximum: 70 people

Fire exits:

- Fire exits and extinguishers must not be blocked.

Liability:

- The User assumes responsibility for damages, loss of property, personal injury, etc. resulting from the event.