



Erin M. Noonan, Chair
M.C. Moses Grader
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Office of the
SELECT BOARD
ABBOT HALL
188 Washington Street
MARBLEHEAD, MASSACHUSETTS 01945

Thatcher W. Kezer III
Town Administrator

**ABBOT HALL IS A REGISTERED NATIONAL HISTORIC LANDMARK.
ITS STRUCTURE AND DECORATIVE ELEMENTS MUST BE PRESERVED
DURING ALL KINDS OF USES.**

Rules and Regulations

1. With the exception of an event for which a speaker or guest artist must be booked a minimum of one year in advance, all requests for use of Abbot Hall must be submitted in writing to the Select Board no sooner than six months in advance of the event. The Select Board reserve the right to revoke use of Abbot Hall at any time without sustaining liability for any such revocation.
2. The fee for the use of Abbot Hall is \$250.00 and a security deposit of \$250. (each payable to the Town of Marblehead by *Certified Bank Check*) are required and must be received in the Select Board's Office after approval of this application by the Select Board two weeks prior to the proposed Event Date. The cost of any damages or the cost of town employees required to clean up or repair any damages to the Property will be deducted from the security deposit. Damages in excess of \$250. shall be borne by the individual or organization using the Property and shall be paid by *Certified Bank Check* payable to the Town of Marblehead no later than seven business days after the applicant receives written notice from the Select Board's office. If the event is to be held when Abbot Hall is normally closed, the applicant will be responsible for paying the custodian. In addition, the applicant must obtain a certificate of insurance naming the Town of Marblehead as an additional insured in the amount of \$1million/3million (occurrence/aggregate). The certificate of insurance must be received in the Select Board's office, Abbot Hall, two weeks prior to the event. Custodian fees, if applicable, must be in the office of the Building Commissioner, Widger Road, Marblehead, two weeks prior to the event.
3. No Smoking in the building or on the grounds.
4. No eating or drinking in the building unless authorized by the Select Board.
5. No person shall consume or bring for consumption into Abbot Hall or on its Grounds alcoholic beverages as defined by Chapter 139 of the General Laws, except wine and malt as authorized by law and only with the approval of the Select Board.

6. The door on the driveway side of the building is the only one to be used on nights and weekends. Attendees are expected to conduct themselves in a fitting manner and to comply with posted parking regulations around Abbot Hall.
7. Except with special permission, the Hall shall be vacated by 10:50 P.M. All overtime of Town employees will be borne by the event organizers.
8. Exit ways and all other passages are to be kept clear of obstructions at all times.
9. When an event is concluded it will be the responsibility of the organizer, or the person in charge, to guarantee that Abbot Hall and its grounds are clean and all debris is removed. If it is necessary to hire a private contractor to haul away trash, this service will be secured and paid for by the organizer. Trash removal must be accomplished within 24 hours immediately following the event.
10. The event sponsor shall be responsible for:
 - A. Knowing all procedures for notifying public safety services in the event of an emergency.
 - B. Knowing location of all fire extinguishers
 - C. Knowing all evacuation routes
 - D. Checking all areas before, during and after the event
 - E. Reporting to custodian after the event and the building is vacated

Regulations Governing Stage and/or Theatrical Productions

1. The event organizer and others involved in a theatrical production such as producers, directors, set designers, and audio and lighting technicians must receive approval from the Building Commissioner, the Wire Inspector, Fire Chief and the Fire Marshall for staging plan designs, seating arrangements, "thrust" staging, scenery, wiring and accessories. Such approval must be obtained before application for use of Abbot Hall is presented to the Select Board.
2. After permission has been obtained for the event, the Town Administrator must approve rehearsal schedules, special appointments and encore performances.
3. There shall be no flammable or hazardous materials of any kind brought into Abbot Hall including sets, scenery, paint or props.
4. All painting and set construction must be done off site.
5. Two weeks following the event, all staging, sets and any other equipment used during the event must be removed from Abbot Hall. There will be no on-site storage of any kind.