

HAMPDEN HALL



**ENGLEWOOD CIVICCENTER, SECOND FLOOR
1000 ENGLEWOOD PARKWAY
ENGLEWOOD, CO**

**Rental Information
for
Hampden Hall at Englewood Civic Center**

The City of Englewood offers a beautiful cultural arts hall
for your musical, theatrical, art and/or assembly events.

Grand Opening	March 18 and 19, 2006
Size of Venue	Full size is 4000 square feet
Floor	Stained Concrete/ lines are etched in for chair setup
Seating	Maximum seating capacity is 192.
Chair Configuration	Standard setup uses 192 meshed seat stackable chairs with arms that can be arranged in various seating styles.
Stage	Area size is 22' deep by 30' wide Height is 35" from the floor May be set with or without music shells. Stage floor is plywood painted black. A lift is available for performers who are physically challenged.
Lighting	There are house lights with wall sconces, adjustable track lights and 6 spotlights, all on dimmer controls.
Sound	Soundcraft (Spirit E Series) compact mixer available with two speakers, 8 microphones, 8 microphone stands and 8 table mike stands.
Recording Capability	Will be able to record from the mixer
Piano	No house piano is available

Electrical	Each of the 5 duplex outlets on stage goes to a separate breaker in the breaker panel and is rated at 20 amps; this also applies to two outlets house left. The 5 remaining house outlets are 15 amps each and are tied to a common breaker.
Food/Beverage	<p>Food/beverage service by special arrangement with City only No kitchen or refrigeration facilities are available Reception area available for setup. Four black cocktail round tables are available. Has a maintenance sink but no food preparation sink. Non-profit organizations only may apply for a special event liquor license which must be approved by the City and be filed with the local licensing authority at least 60 days prior to the event.</p> <p>A City food vendor's license must be applied for within two weeks prior to the event. Tri-County Health has to inspect any off-sight kitchen and service area where food for sale to the public is cooked or baked, unless a currently licensed commissary is used (e.g. homemade food, cookies etc).</p>
Storage	2 storage rooms; usage of them depends on the event and prior City approval.
Box Office	May be used for selling or taking tickets. Not currently setup for credit cards.
Other features	<p>Heated/air conditioned space. Adjacent public restrooms available for use by event attendees. No formal on-site dressing or changing rooms are available.</p>
Parking	<p>Underground and above ground parking Allowable weight: 6000lbs (pickup truck size) Allowable Height: 8'2'' Parking may be limited for weekend events.</p>

Hampden Hall Rental Fees

	<u>Resident/Non-profit rate</u>	<u>Non-Resident/ Corporate Rate</u>
Event Rate (4hr)	\$150.00	\$200.00
Rehearsal Rate (2 hr)	\$35.00	\$50.00

Service Charges

Cleanup	is included in the rental rate.
Facility attendant	\$15/hour: this fee ensures that a staff member is on-site at all times during your rehearsal(s) or events to provide assistance to the event holder and public attendees. A facility attendant is required for each event including weekend rehearsals for (Friday-Sunday).
Setup Cost	\$175 (this is the fee is charged for any setup which differs from the standard chair (192) setup

Other charges will be assessed depending on your needs (e.g. security).

Prices are subject to change and circumstances. The City of Englewood reserves the right to accept or decline any rental previous to a contractual agreement. The City of Englewood assumes no role or responsibility for the marketing of your event or ticket sales services. All renters assume the sole responsibility for marketing their events or sale of tickets, utilizing your own resources and advertising.

We look forward to serving you!

Contact Carol McGuigan by e-mail (cmcguigan@englewoodgov.org)
or 303-762-2317 to arrange a rental.