

NOTICE OF PUBLIC MEETING

Turner Hall Committee

8:30 A.M. Thursday, September 7, 2017

Turner Hall

115 S. Bench Street

Galena, Illinois 61036

Agenda:

1. Call to order
2. Roll call
3. Declaration of quorum
4. Review and approval of the Minutes of the July 6, 2017 meeting
5. Public Comments
6. Monitoring of questionnaire for users of Turner Hall / new questionnaire
7. Discussion with Adam Johnson.
 - Galena Foundation – Joe Miller Trust Project #2
 - Main floor
 - Fly loft exterior project – tuckpointing and sealing
 - Fly loft insulation
 - Fly loft fans
 - Fly loft rear drainage
 - Tile in front foyer
 - RFQ's for additional work in Turner Hall this year
 - Remaining budget funds
 - What is left to do?
8. Further discussion on condition of building and short term projects
 - Lighting LED Replacement
 - Exterior door work and locks
 - Miscellaneous Interior Improvements
 - Light fixture restoration

- Theatrical items
 - Sprinkler work
 - Boiler replacement
 - Tables and chairs
 - Report by Custodian Jeremy White
9. Pursuit of Illinois Clean Energy Grants and Jo Carroll for boiler replacement, insulation and LED lighting replacement in 2017.
10. Facility Marketing and Rental Rate Structure Update – Janelle Keeffer
- Off-season Rates
 - Rates for Fundraisers
 - Rates for Other Events
 - Updated Contract
 - Oher?
11. Galena Foundation Items
- Driehaus Award
 - Joe Miller Trust for 2017 will be \$32,384.79
12. Begin planning for future addition.
13. Scheduling of next meeting – November 2????
14. Committee Member Comments
15. Adjourn

Meeting Dates for 2017: 1/6, 2/2, 3/2, 4/6, 5/4, 6/1, 7/6, 8/3, 9/7, 10/5, 11/2, 12/7

Posted by Shuley Johnson for the City of Galena, on Aug. 31, 2017

CITY OF GALENA, ILLINOIS

101 Green Street, Galena, Illinois 61036



MEMORANDUM

TO: Mark Moran and Turner Hall Committee
 FROM: Janelle Keeffer, Facilities Manager *janelle*
 DATE: August 30, 2017
 RE: Turner Hall Rates Update Proposal

Over the past three years our rental history—specifically for Fridays and Saturdays during December, January, and the first part of February—has been low. I have had interest from several local groups who would like to use the facility during this time, but the Friday (\$425) and Saturday (\$625) rental rate seemed high for their budget.

I would like to propose that from December 1 through February 1 we decrease the Friday and Saturday rental rates to be \$150, matching the year-round Sunday through Thursday rate. I would also like to proactively market the hall to our community for events such as concerts and holiday parties. Dates excluded: December 26-January 2. We have had New Year's Eve Weddings in 2016 and 2017. Our rentals pick up again beginning around Valentine's Day / Presidents' Day weekend. The additional \$100 fee for alcohol and proof of liquor liability insurance would still apply.

A summary of rentals for the past three years during this time period for your reference follows.
 TABLE 1: Summary of Turner Hall Rentals for December through February:

December 2014	December 2015	December 2016
7 (Sun) Cleaned out TH attic / costumes	6 (Sun) Dubuque Ballroom Dance	14 (Wed) Galena Farmers Market
11 (Thur) Bible Study	17-18 (Th/F) Galena PD Holiday Drive	15-17 (Th/Sat) Galena PD Holiday Drive
14 (Sun) Baptismal Party	25 White Family Christmas	25 White Family Christmas
18-19 (Th/F) Galena PD Holiday Drive	28 (Mon) Dinner for Two	27 (Tue) Senior Photos Hourly
25 White Family Christmas		28 (Wed) Dinner for Two
30 (Tue) Dinner for Two		29-Jan 1 Wedding
January 2015	January 2016	January 2017
18 (Sun) Dubuque Ballroom Dance	No rentals in January	Every Monday Night / Bible Study
		11 (Wed) Galena Farmers Market
		29 (Sun) Galena Ballroom Dance
February 2015	February 2016	February 2017
19-22 (Th-Sun) Wedding	21 (Sun) Dubuque Ballroom Dance	Every Monday Night / Bible Study
28 (Sat) Sock Hop	26 (Fri) Galena Foundation Meeting	8 (Wed) Galena Farmers Market
	27 (Sat) Sock Hop	12 (Sun) Valentine's Dance
		18 Turner Hall Open House (held during Galena Bridal Fair)

I welcome your feedback and recommendation.

CITY OF GALENA, ILLINOIS



Turner Hall Rental Contract

Turner Hall is located at 115 South Bench Street, Galena, Illinois 61036 | TurnerHall.com

City of Galena Resident Not-for-Profit Galena Public School Community Theater

Contact Person: _____

Organization (if applicable): _____

Address: _____

City _____ State _____ Zip _____

Phone #: _____ Email _____

Name and Type of Event: _____ Public Private

Anticipated Attendance: _____ If more than 250 people will be in attendance, a Crowd Manager is required.

Alcohol: Yes No

Cash Bar: Yes No

If alcohol will be served, Proof of Liquor Liability insurance is required. The City of Galena must be named as co-insured for \$1 million in all cases where beer and/or liquor is served. Copies of insurance and applicable liquor licensure must be on file with the City at least 60 days prior to your event. A \$100 fee is also applicable to your total rental fees. If the event is open to the public, a Class E liquor license through the City of Galena and Liquor Special Use Permit through the State of Illinois is required.

Overhead String Lighting / Decorations Yes No Approved Installer: _____

Any items that will be suspended from the ceiling or stage, including fabric or lighting, must be preapproved by the Facilities Manager 30 days prior to the event. Installation must be provided by an authorized, insured vendor.

Theatrical Lighting utilizing control board: Yes No An authorized lighting consultant is required to operate the light board. Typically, the lighting control board is only needed for theater or concert type events. Renter is responsible for hiring an approved operator.

Rental Date(s): _____ Rate: _____

Hall Damage Deposit: _____ Date Paid _____ Credit | Cash | Check # _____

Hall Rental Fee: _____

Alcohol Fee: _____ Copy of Liquor Liability received Date _____

Crowd Manager Fee: _____ # of hours _____ X \$15 / hour

Total Amount Due: _____ Final Payment Due by: _____

101 Green Street, P.O. Box 310 • Galena, Illinois 61036

Telephone: 815-777-1050 • Facsimile: 815-777-3083 • www.cityofgalena.org

Vendor Access:

Your vendors must plan to deliver and pick up their equipment during your paid rental period. Your damage deposit may be withheld to cover this expense if not properly planned for.

List all vendors who will be working in the hall during your rental.

I agree that these contacts may be given permission to enter the hall during my rental.

- A. CATERING _____ Phone: _____
- B. ALCOHOL _____ Phone: _____
- C. DECORATING _____ Phone: _____
- D. MUSIC _____ Phone: _____
- E. OTHER _____ Phone: _____
- F. OTHER _____ Phone: _____

1. **Hold Harmless:** By signing this contract, the renter and parties participating in this event agree to hold Turner Hall, the City of Galena and city staff harmless for any claims by any person, partnership, corporation, or association for injuries or damage to persons or property.
2. **Rental Fee:** The rental fee includes use of the hall, hall lights, chairs, tables, portable bars. Property within the building (such as chairs, tables, etc.) may not be taken outside of Turner Hall.
3. **Procedure for Renting the Hall:** Rental dates can be reserved up to three years in advance. A signed rental contract and \$200 hall damage deposit must be presented in order to reserve a date. Payment in full and all necessary proof of insurance must be made by 60 days prior to the event.
4. **Cancellation:** The damage deposit and all rental fees are refundable up until 60 days prior to the event. **Cancellations after 60 days may forfeit both the damage deposit and rental fee, subject to review by the City.** The City will refund the hall damage deposit after your event pending satisfactory inspection. Repair of any damage assessed that is above and beyond the amount of the hall damage deposit is the responsibility of the renter.
5. **Use of the Genie Scissors Lift:** Use of the lift is strictly prohibited unless preauthorized by the facilities manager. Experience / certification in using the scissors lift and proof of insurance (with the City of Galena named as co-insured for the amount of \$1 million) is required to be considered for authorized use. The City has a list of preauthorized operators who may be able to assist with any tasks for which the lift is required.
6. **Decorating / Lighting Plans:** A decorating or lighting plan must be submitted at least 60 days prior to the event detailing plans for items that will be hung (ie: paper lanterns, lights, photos) or for use of the lighting board / redirecting of the stage lights. Care must be taken to insure safety for guests, authorized personnel who working from a ladder or lift, and for the Hall. The facilities manager must approve the plan prior to the event.
7. **Procedure for renting the Colortran Lighting System:** Only certified operators may use the light board. Operators may become certified by attending a lighting class conducted by the City of by demonstrating sufficient knowledge of the lighting system to the manager. Renters may hire a certified operator if they do not wish to provide their own. Payment of the Colortran key/manual deposit is \$25 and is due before any keys of manuals will be issued to the renter. Deposit is forfeited if the materials are not returned within three days after

the event.

8. **Proof of insurance required:** Proof of liquor liability or dram shop insurance in the amount of \$1 million with the City of Galena named as co-insured must be provided in all cases where liquor and/or beer is served. Proof of insurance must be presented no later than 60 days prior to the event. No key will be issued until the manager receives this proof.
9. **Alcohol:** Appropriate liquor licensure through the City of Galena and State of Illinois is required for cash bar at private events and at all public events. Alcohol may not be served to anyone under 21 years of age.
10. **Smoking:** Smoking is strictly prohibited within Turner Hall. Smoking receptacles are provided outside of the side and front doors.
11. **Fire Hazards:** Flammable substances and open flames are strictly prohibited on the stage and near the stage curtains.
12. **Illegal Substances:** Possession or use of any illegal substances is strictly prohibited at Turner Hall and City property.
13. **Renter responsible for the key:** The renter shall be responsible for all keys issued. No copies shall be made. Any renter failing to return the keys within three (3) days of the event shall be charged for the cost of installing new locks with keys. The cost shall be deducted from the damage deposit. Any cost incurred above and beyond the damage deposit amount shall be the responsibility of the renter. The keys to the Hall are to be obtained from and returned to City Hall or via the Rently lockbox at Turner Hall.
14. **Removal of property:** No chairs, tables or any other property of Turner Hall or the City of Galena shall be removed from the property.
15. **Maintenance and safety steps required:** The renter shall be responsible for using the hall safely and in accordance with the rules and regulations set forth in this contract. Prior to vacating the hall, the renter shall complete all tasks on the 'Renter's Responsibility Checklist' attached hereto and made a part hereof. General maintenance and safety regulations include, but are not limited to:
 - a. All garbage is to be bagged and placed in the dumpster located in the parking lot.
 - b. All plastic and aluminum bottles and containers must be recycled in the recycling containers provided in the hall. Recycling may be placed alongside the dumpster for pick up.
 - c. All food and supplies are to be removed from the kitchen upon completion of the rental period.
 - d. All areas of the Hall used by the renter should be left in the clean and orderly manner in which they were found at the beginning of the rental period. Any additional cleaning time required by the custodian as a result of the renter's use will be charged to the renter's damage deposit.
 - e. The renter may purchase cleaning and set-up by the custodian, if available (renter is responsible for making arrangements with custodian).
 - f. No nails or other permanent marks may be put in the walls, woodwork, trim, etc.
 - g. All materials brought into the hall by the renter must be removed at the end of the rental period unless prior arrangements have been made with the manager. Objects left shall be removed at the expense of the renter or forfeited.
 - h. No gasoline, kerosene, lighter fluid, fireworks, etc. may be used in the hall without consent of the Fire Chief. Extreme care will be used in handling any flammable or combustible materials.
 - i. NO FLAMMABLE MATERIALS may be used on the stage.
 - j. Fire exits shall not be obstructed in any way.
 - k. Use of smoke and/or fog generating devices is prohibited.

- 16. **Event Cut Off Time:** Unless other arrangements are made and amended to this contract; all events shall be completed by 12:30 a.m., but at 10:30 p.m. extra care should be taken not to disturb the neighborhood.
- 17. **Renter responsible for proper supervision:** The renter shall be responsible for proper supervision and control of all events. The renter, or renter's designee, will be required to remain at the Hall until everyone leaves. If law enforcement personnel must be called out to quell disturbances resulting from a lack of proper supervision, the renter will automatically forfeit the damage deposit and may be forbidden from renting the Hall for an eighteen-month period. If alcohol is served, the renter is also responsible to guarantee that no one under the age of 21 is being served alcohol.
- 18. **Use of the Colortran Lighting System:**
 - a. There shall be no food, drink, or smoking allowed near the Colortran System.
 - b. Auditorium ceiling mounted fixtures may be redirected, but not taken down. Other lighting instruments and light trees may be moved to other locations limited only by the proximity of proper outlets. Stage lights may be moved to more advantageous positions limited only by cord lengths. All redirected lights must be returned to the original positions, settings, and bulbs are set forth in the document 'Standard Instrument Locations and Settings' provided by the manager. Failure to do so will result in loss of the Colortran key/manual deposit.
 - c. Cyclorama floods and floor lights are restricted to those purposes.
 - d. At no time may any requiring or special electrical connections be made to the electrical and lighting systems.
- 19. **Use of Piano:** The piano must be returned to stage level if moved during the use of the Hall. Any liability for moving the piano rests solely with the renter. If the renter wishes to have the piano tuned, he may do so at his own expense. The manage reserves the right to approve the piano tuner.

All parties understand that the use of Turner Hall is a privilege and not a right. City Staff reserves the right to refuse or terminate use of Turner Hall when such action is deemed to be in the best interest of The City of Galena and Turner Hall. Renter agrees to abide by all rules and regulations of Turner Hall, and all applicable ordinances and laws. If law enforcement authorities are called to address an issue or disturbance caused and / or related to your event, your damage deposit may be forfeited.

As a renter or authorized organization representative, I hereby affirm that I have read, thoroughly understand, and agree to all terms stated in this contract.

Renter's Signature **Date**

Turner Hall Manager **Date**

Attachments:

- 1. Renter Responsibility Checklist
- 2. Standard Instrument Locations and Settings
- 3. Turner Hall Rental Rates

Turner Hall Renter Responsibility Checklist

Please complete, sign, and submit this checklist when you return the key.

We will review this list as we inspect the hall for consideration of returning your \$200 damage deposit.

The renter shall be responsible for using the hall safely and in accordance with the rules and regulations set forth in the Turner Hall Rental Contract. Prior to vacating the hall, the renter shall complete all of the following tasks and return this completed and signed checklist with the building key to City Hall. This checklist is part of your rental contract for use of the hall.

Tasks to be Completed by Renter

**If a renter has purchased the four-day inclusive rental package, the renter is not responsible for the items listed in bold face below. Our custodian will complete these tasks.*

Tables & Chairs

- Renters are responsible for setting up all tables and chairs.
- Return all tables and chairs to their storage areas after use.**
- Return rectangular tables to storage location under the stage.**
- Return blue metal folding chairs to basement after use.**

Cleaning

- Remove all trash and personal items from the hall, including the stage and balcony.**
- Empty all trash cans and place garbage in outside dumpster.**
- Wipe down kitchen counters with soap and water.**
- Remove all items from the refrigerator and clean interior with soap and water.
- Dry mop hall floor.**
- Remove all hanging decorations and balloons.
- Remove all tape, string, or other items used to secure paper, balloons, etc.

Lights

- Return theater lights to original position and settings in accordance with the 'Standard Instrument Locations and Settings' schematic. All original bulbs must be returned to their original fixtures.
- Turn off and cover theater light board.
- Return all lighting equipment to the designated locations in the lighting room.
- Turn off all of the lights:

<input type="checkbox"/> Stage	<input type="checkbox"/> Main Floor
<input type="checkbox"/> Halls	<input type="checkbox"/> Bathrooms
<input type="checkbox"/> Rotating Ball and Ball Lights	<input type="checkbox"/> Ticket Booth
<input type="checkbox"/> Stairs Lights	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Back Stage Lights	<input type="checkbox"/> Dressing Rooms

Miscellaneous

- Return mechanical lift, used to adjust lights or put up decorations, to original storage location.
- Return red stage curtain to down position.
- Return parking lot portable signs to the basement.
- Lock all exterior doors.

- Return Turner Hall key to the Rently lockbox as instructed.
- Complete and sign this checklist and return to the Facilities Manager.
- Report any damage or required maintenance. Describe below.

I have ended my use of Turner Hall and I have completed the above tasks as part of the Turner Hall Rental Contract.

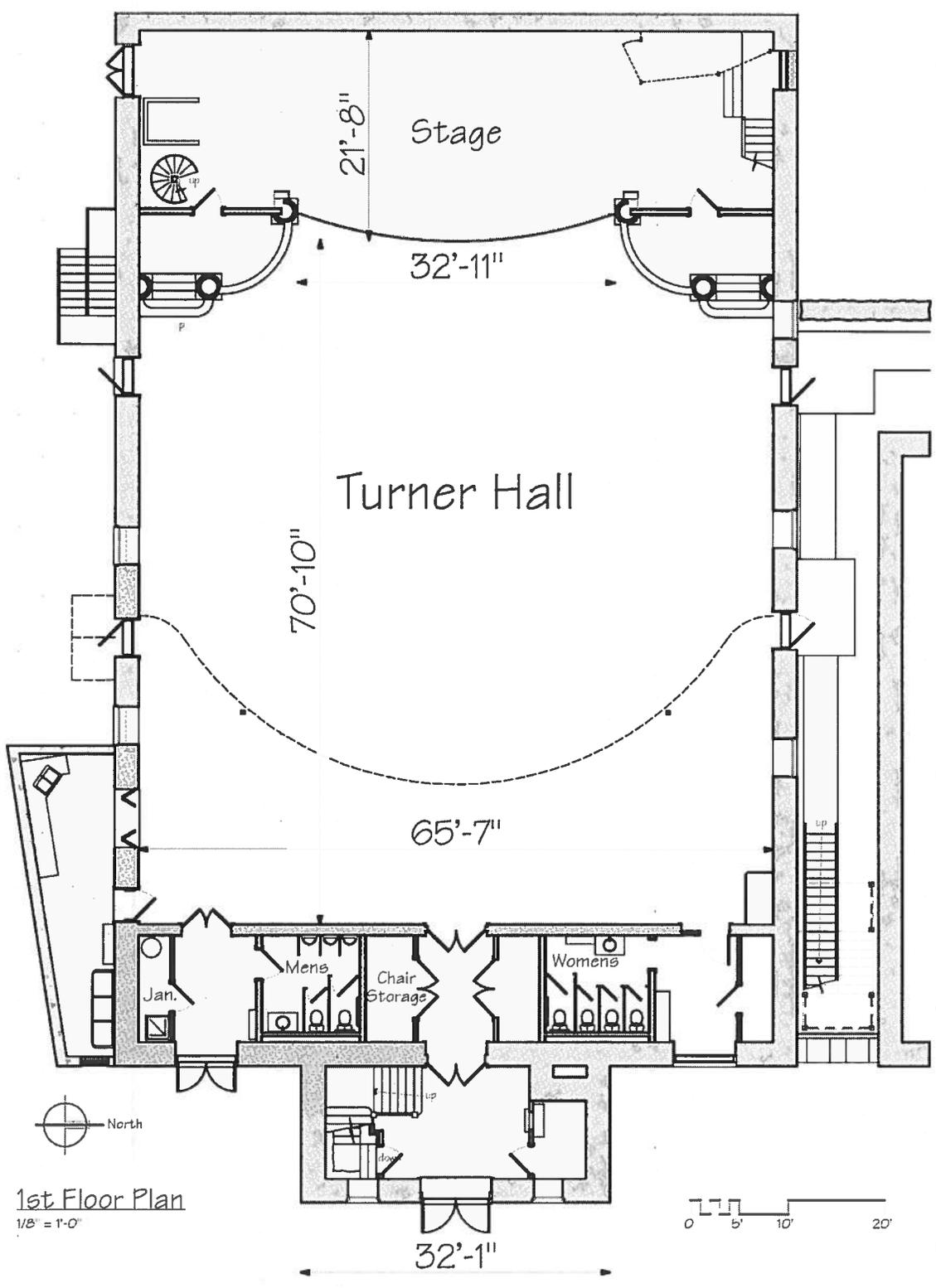
Renter's Signature

Date

Strictly Prohibited Activities

1. Use of fog and/or smoke generating machines is strictly prohibited.
2. Sawing and cutting of wood in the Hall. (Set construction is permitted on the stage.)
3. Sets or structures shall not be placed on the main floor without permission from the manager.
4. Cleaning paint brushes in the kitchen or bathroom sinks. (Brushes and paint supplies may be cleaned in the slop sink in the custodian's closet.)
5. Dumping of paint down the bathroom or kitchen sinks. (Small amounts of latex paint may be washed down the drain in the slop sink in the custodian's closet.)
6. Dumping food down the kitchen sinks.
7. Using chairs or tables outside or removing any items from the premises.
8. The presence or use of gasoline, kerosene, lighter fluid, fireworks, or other flammables without the consent of the Galena Fire Chief.

Turner Hall Floor Plans



1st Floor Plan
1/8" = 1'-0"

TURNER HALL*Rates effective February 25, 2015***RENTAL RATES**

Rental begins at 12:00 am of the day reserved and ends at 11:59 pm.

Standard Events	<p style="text-align: center;">Sunday \$150 all day</p> <p style="text-align: center;">Monday-Thursday \$150 all day OR \$25 1st hour / \$15 each additional hour</p> <p style="text-align: center;">Friday \$425 all day</p> <p style="text-align: center;">Saturday \$625 all day</p> <p style="text-align: center;">Memorial Day & Labor Day Wknds Sunday \$425; Holiday \$425</p> <p style="text-align: center;">4-day rental package \$1,500</p> <p style="text-align: center;">VALUE: 4-day rental includes clean up and tear down by Turner Hall custodian</p> <p style="text-align: center;">Discount for City of Galena residents on 4-day rental package --\$150 (Thursday free) = \$1,350</p> <p style="text-align: center;">Alcohol fee: \$100 + proof of liquor liability insurance</p>
Special Community Theater Rates	\$1,250
Non-Profit & Charitable Events	<p style="text-align: center;">Sunday \$100 all day</p> <p style="text-align: center;">Monday-Thursday \$100 all day OR \$15 1st hour / 10 each additional hour</p> <p style="text-align: center;">Friday \$275 all day</p> <p style="text-align: center;">Saturday \$450 all day</p> <p style="text-align: center;">4-day rental package Discount --\$100 (Thursday free) = \$825</p>
Galena Public School	<p>One day \$75</p> <p>Four days \$150</p> <p>22 days \$450</p>

Private Event Checklist

{Weddings, Receptions, etc.}

- Anticipated Attendance** _____ If more than 250 people will be in attendance, a Crowd Manager is required.
- Alcohol**
 - Due 60 days prior to event: **Proof of Liquor Liability Insurance** (\$1 million coverage with the City of Galena named as co-insured)
 - Open Bar (No Charge)**—no additional licensure needed
 - Cash Bar**—must have a City of Galena Liquor Catering License or a Class E Liquor License and State of Illinois Special Use
- Decorating**
 - Genie Lift Use**—must have preapproved installer to use Genie Lift for decorating
 - Decorating Plan due to Facilities Manager 30 days prior to your event**