

TOWN OF MARION
MARION MUSIC HALL



Section I: Music Hall Information and Capacity

Section II: Music Hall Rental Rates

Section III: Music Hall Use Guidelines, Regulations and Requirements

Section IV: Music Hall Rental Application and Facilities Agreement Form

Town of Marion Contact:
Donna Hemphill
Music Hall Coordinator
508-748-3520
musichall@marionma.gov

Approved by the Marion Select Board: February 3, 2026

Section I:

The Marion Music Hall was built in 1891 as a performing arts center and is located at 164 Front Street by Sippican Harbor in the village center of Marion, a charming seaside town. Beautiful tall windows, hardwood floors, high ceilings, rich woodwork, and natural light are throughout this lovingly maintained landmark.

Music Hall Capacity:

- Exclusive use of the entire building
- Main Hall: 45’ X 44’ plus stage
- Smaller “Reading Room”
- Capacity:
Chairs only - 282
Tables with chairs - 132
- Heat and A/C
- Prep kitchen
- Podium with microphone
- 12’ wide screen
- (150) folding chairs
- (4) 12’ tables

General Information:

- Free Wi-Fi
- Accessible side entrance (on right side of building) and an elevator.
- Off-street parking in public lot across the street. Parking is also available on side streets near the Music Hall. *Overflow parking behind Sippican School off Park Street, three blocks from the Music Hall.*
- Closing times: 11:00 pm Sunday through Thursday
Midnight - Friday and Saturday

Section II:

Music Hall Rates Per Event:	Private Rate	Marion Resident	<i>Non-Profit**</i>
Up to 4 hours	\$500	\$400	\$250
Over 4 hours	\$1,000	\$800	\$500
3 Day Period (with only one event)	\$2,500	\$2,000	\$1,250

The Elizabeth Taber Library (ETL) and Sippican Historical Society (SHS) will retain gratis use for all approved programs.

Town of Marion Appointed/Elected Committee Use:

- Rental and all other rates waived for all Town of Marion Appointed/Elected Committees.

*** Non-Profit must submit proof of their 501(c)(3) status in order to receive the discounted rate*

Marion Resident Use:

- To receive the Marion Resident Rate, the user must provide one of the following proof of Marion residency: Marion property tax bill, a utility bill and/or a valid driver’s license showing the local address will be accepted as proof of residency.
- The User must be present for the duration of the event.
- A Facilities Agreement Form/Application must be signed by all users.
- Anyone that does not leave the building clean will be assessed a \$150 cleaning fee and risk not having their full Security Deposit returned.

All Rentals:

- Rentals require a \$250.00 Security Deposit but if you are applying for a Special One Day Alcohol License, the Security Deposit is \$500.00.

Multiple Event/Meeting Rates:

- Organizations hosting recurring weekly/monthly classes or meetings will be charged a rate of \$100.00 per session (for up to two hours). Applications must be submitted for the full schedule of planned sessions, with payment due in full at the time of booking.
- If the organization is a Non-Profit, they must submit proof of their 501(c)(3) status in order to receive the discounted rate of \$50.00 per session (for up to two hours).

Section III:

Music Hall Use Guidelines, Regulations and Requirements:

- Facilities Agreement Form/Application, Special One Day Alcohol License Application, and Police Detail Form along with all fees must be paid in full at the time of booking.
- If an event is cancelled, a 30-day notice is required for reimbursement.
- The User must pick up and return the Music Hall key to the Marion Police Department as directed by the Music Hall Coordinator. Under no circumstances are groups to loan, transfer, or attempt to duplicate the key.
- Furniture in the Music Hall Reading Room must stay in the Music Hall Reading Room as currently placed.
- Any use of stage needs prior approval from the Music Hall Coordinator, Donna Hemphill.
- No smoking is permitted within the Music Hall or within 15 ft. of the front entrance.
- No driving or parking of vehicles is allowed at any time on the lawn or walkways.
- Only the preparation of light refreshments not requiring cooking will be permitted in the kitchen area. Tap water is available for use in preparing coffee and tea. Users serving refreshments must provide their own dishes, utensils, linens, etc.
- Steinway Grand Piano on stage: **Prior permission to use the piano needs to be obtained from the Music Hall Coordinator.** Piano to be tuned at user's expense. Do not move the piano or place anything (decorations, flowers, equipment, etc.) on it. *The replacement value of the piano is estimated at \$100,000.*
- All bands and D.J.'s (all music) must cease playing 1/2 hour prior to closing, by 10:30 p.m. Sunday through Thursday, and by 12:30 a.m. on Friday and Saturday.
- Battery operated flameless candles only. No open flame.
- Freestanding decorations only. Nothing attached to the walls, floors, or any surface.
- NO HELIUM BALLOONS are allowed in the Music Hall because they cause the smoke detectors to alarm.

Music Hall Events with Alcohol:

- Approval of a Special One Day Alcohol Beverage License from the Select Board is required. Alcohol must be served by a Certified Bartender Service with a minimum of \$1,000,000 in Liquor Liability insurance coverage. This Application and Liability Policy must be submitted with the Music Hall Application. The fee for the Special One Day Alcohol Beverage License is \$25.00 and is payable at the time of booking. License requests must be submitted to the Select Board Office at the Marion Town House at least 30 days prior to the event date.
- A Police Detail Request Form is required and must be submitted at the time of booking. Detail rates are determined by the Department and are paid directly. Questions regarding the Police Detail please call 508-748-1212.

SECURITY DEPOSIT REIMBURSEMENT, the following must be completed:

1. The Music Hall must be left in a neat and clean condition (within the rental timeframe):

2. All trash picked up and bagged - User to bring their own trash bags. Once bagged, trash must be put into the trash receptacles located outside on the right side of the building.
3. All floors swept and spills mopped.
4. All lights turned off, including the upstairs bathrooms.
5. Verify all faucets are turned off in kitchen and upstairs bathrooms.
6. All doors are locked, and the key is returned to the Marion Police Department.
7. All tables, chairs and other Music Hall equipment used is stored as found.

MUSIC HALL RESERVATION:

30 DAYS BEFORE EVENT: Return the completed and signed Facilities Agreement Form/ Rental Application along with full payment (including the required Security Deposit). Reminder: Special One Day Alcohol License Application and Police Detail Request Form must be submitted at the same time.

Checks (made out to the Town of Marion) and forms sent to:

Marion Town House
Attn: Donna Hemphill
2 Spring Street
Marion, MA 02738

CANCELLATION/REFUND POLICY – Please notify Music Hall Coordinator Donna Hemphill at 508-748-3520 or musichall@marionma.gov as soon as possible regarding cancellation of events. For cancellations greater than 30 days before the event, a full refund will be made.

The Marion Select Board reserves the right to revoke permission to use the Music Hall for an Applicant's/User's noncompliance with the rules and regulations.

Section IV:

MARION MUSIC HALL – RENTAL APPLICATION

Date of Application:	Name of User		
Contact Person:	Event:	Seated Meal?	
Mailing Address:			
Phone:		Email:	
Event Date:	Event Time: Start:	Finish:	# of Attendees:
<p>Event is (circle all applicable):</p> <p>Private: _____ Name of Organization</p> <p>Town of Marion Appointed/Elected Committee: _____ Name of Organization</p> <p>Non-Profit: _____ (Please provide proof of 501 (c)(3) status) Name of Organization</p> <p>Marion Resident: _____ (Please provide proof of residency) Address</p> <p>Recurring Meeting/Class: _____ Name of Organization</p>			
<p>Fees -</p> <p>Rental: _____</p> <p>Security Deposit: _____</p> <p>Special One Day Alcohol Beverage License: _____</p> <p>Total: _____</p>			
<p>Contact: Donna Hemphill, Music Hall Coordinator – 508-748-3520 or musichall@marionma.gov</p>			

FACILITIES AGREEMENT FORM

The Town of Marion and the user of the facility (“user”) agree to the following terms and conditions:

1. **Reserved rights.** The Town of Marion reserves the right to inspect, screen and investigate all events being held on its premises and to take such steps as it may believe necessary to protect the Town’s property and facilities from damage as a result of the event and otherwise protect public health and safety of the users of the facility and the residents of the Town.
2. **Indemnification.** The user shall hold harmless and defend the Town of Marion, its officers, volunteers, employees, agents and contractors, from any claim for damages of any nature or for any cause arising from user’s use of the facilities or property including access thereto, use of common areas, storage areas and other special use areas used. In the event any action, claim or proceeding is brought against the Town of Marion as a result of any conduct, action or failure to take action or any other activity of the user, or any of its officers, employees, guests, invitees, agents or contractors relating to the user’s use of the facilities of the Town of Marion, the user shall indemnify and hold the Town and its officers, volunteers, employees, agents and contractors harmless with respect to any such action, claim or proceeding arising from any cause whatsoever and pay any and all court costs, attorney’s fees and any other costs or damages arising from such action, claim or proceeding.
3. **Insurance.** User shall procure and provide to the Town of Marion a certificate of insurance evidencing liquor liability coverage (if applicable) and such coverage in the amounts as the Board of Selectmen of the Town of Marion may require. The Town of Marion shall be named as an additional insured on all such policies for the purpose of the facilities use.
4. **Reimbursement for damage to facility or property.** The user shall be responsible for all damages, injuries, costs and expenses, including reasonable attorney’s fees, which may be suffered or incurred by the Town of Marion to the extent that any such damage results from the negligence or other fault of user or its officers, employees, guests, invitees, agents or contractors involving the use of the Town of Marion facilities or property pursuant to this agreement. If the Town of Marion suffer any damages, it shall give user notice of the facts giving rise to such damages and the claim for all indemnification. The user agrees to promptly reimburse the Town of Marion upon demand for any and all damages to the Town’s facility or property caused by user, its representatives, officers, employees, guests, invitees, agents or contractors.
5. **Charges.** All charges and costs imposed on the user by the Town of Marion for the use of the facilities are to be paid at the time of confirmation, unless other arrangements are agreed to by the Town of Marion.
6. **Force Majeure.** If the Town of Marion is unable for any reason to provide facilities for the event, the Town’s only liability shall be to return to the user such charges paid by user for the event under this agreement. Upon return of such funds, the Town of Marion shall be released from any and all further and other liability or obligation under this agreement and this agreement shall be declared null and void. The Town of Marion shall give the user as much notice of such condition as shall be practical under the circumstances.
7. **“As-is” condition.** The user accepts the premises that it will be using for the event and any other services or equipment in their “as-is” condition.
8. **Security and/or police.** User shall be responsible for the cost of such security and/or police services needed in conjunction with holding the event.
9. **Agreement of Music Hall Guidelines:** By signing this document, the User agrees to all guidelines as presented in the Marion Music Hall Guidelines, Rental Fee & Facilities Agreement Form.

I/WE ACCEPT THIS AGREEMENT & GUIDELINES FOR THE USE OF THE ABOVE-NAMED FACILITY

Print User Name and/or organization:	
Signature:	Date: