

**TOWN of GUILDHALL, VERMONT  
FACILITY RENTAL AGREEMENT**

This Rental Agreement is dated \_\_\_\_\_, 20\_\_ by and between the Town of Guildhall (the Town), and \_\_\_\_\_, (the Renter). In consideration of the mutual covenants and conditions herein, the parties agree as follows:

1. FACILITY and RENTAL PERIOD. The Town rents to Renter:

\_\_\_\_ Main Hall, Dining Room and Kitchen (3 rms)

\_\_\_\_ Main Hall, Dining Room (2 rms)

\_\_\_\_ Dining Room and Kitchen (2 rms)

\_\_\_\_ Dining Room (1 rm)

(the Facility) for the following Event and Rental Period(s):

Event: \_\_\_\_\_

Dates: \_\_\_\_\_

Times: \_\_\_\_\_

2. RENT AND SECURITY DEPOSIT. At the signing of this Rental Agreement, Renter will pay the Town (see rate schedule):

\$\_\_\_\_\_ Rental Fee.

\$ 50.00 Custodial Fee

\$ 50.00 Security/Key Deposit (refundable).

\$\_\_\_\_\_ Total

3. OBLIGATIONS OF RENTER. At the end of each Rental Period, Renter will return the Facility in a neat, orderly and clean condition. Renter will be responsible for, and liable to, the Town for all repairs to the Facility required as a result of damage caused by Renter and Renter's guests. If Renter and guests cause damage to the Facility, Town may retain all or a portion of the security deposit. If the Town retains any of the rental deposit, it will give written notice to Renter specifying the amount retained and the reasons therefore. The Town's remedies for damage shall not be limited to retention of the security deposit and the Town may pursue any additional remedies authorized by law to recover its damages or losses.

4. OCCUPANCY. Occupancy of the Facility will be limited to \_\_\_\_\_ persons.

5. **SMOKING and ALCOHOL.** Smoking is prohibited in the Facility. Possession of Alcohol is prohibited in the Facility. Renter will not serve or bring alcohol into the Facility nor permit Renter's guests to serve or bring alcohol into the Facility.
6. **INSURANCE.** Renter will procure and maintain at its sole cost and expense, comprehensive general liability insurance in which the Town of Guildhall is an additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate, and Renter will furnish the Town with a certificate of insurance prior to the Event.
7. **INDEMNIFICATION AND HOLD-HARMLESS.** Renter agrees to indemnify and hold the Town, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the Facility by Renter and Renter's guests, agents, or employees.
8. **ASSIGNMENT.** This Rental Agreement is not assignable to any other person or entity.
9. **CANCELLATION.** The rental fee will not be refunded if notice is received less than 7 days before a Rental Period, unless the Facility is subsequently rented for the same date.
10. **RETURN OF SECURITY DEPOSIT.** Within three days following the Event, the Town will inspect the Facility. If Renter and guests have not caused any damage to the Facility, the Town will return the security deposit to Renter by first class mail within seven days. If Renter and guests *have* caused damage to the Facility, Town may retain all or a portion of the security deposit. If the Town retains any of the rental deposit, it will give written notice to Renter specifying the amount retained and the reasons therefore. The Town's remedies for damage shall not be limited to retention of the security deposit and the Town may pursue any additional remedies authorized by law to recover its damages or losses.
11. **RIGHT OF ENTRY AND TERMINATION.** The Town, its officers, agents, and employees shall have the right to enter the Facility at all times during the Event to confirm Renter's conformance to this Agreement. If the Town determines, in its sole judgment, that Renter has breached a term of this Agreement, the Town shall have the right to immediate terminate this Rental Agreement prior to the expiration of its term and prior to the conclusion of the Event without any refund to Renter.
12. **CONFORMANCE WITH THE LAW.** Renter agrees that Renter will abide by and conduct its affairs in accordance with the Town of Guildhall Facility Use Policy and all laws, rules, regulations, and ordinances, including those relating to alcohol consumption and noise. Renter shall not engage in or allow any illegal activity to occur at the Facility.

The parties have executed this Agreement at Guildhall, VT this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

TOWN OF GUILDHALL  
 By \_\_\_\_\_  
 (Duly authorized Agent)

RENTER  
 \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Town \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 \_\_\_\_\_

(Organization, if applicable)

## Hall Rental Fees

|  | <u>Resident</u> | <u>Non-Resident</u> |
|--|-----------------|---------------------|
| Main Hall, Dining Room and Kitchen (3 rms) | \$100.00        | \$200.00            |
| Main Hall, Dining Room (2 rms)             | \$70.00         | \$120.00            |
| Dining Room and Kitchen (2 rms)            | \$60.00         | \$110.00            |
| Dining Room (1 rm)                         | \$35.00         | \$35.00             |
| Janitorial fee                             | \$50.00         |                     |
| Security/Key Deposit                       | \$50.00         |                     |

**The Guild Hall may be used at no charge (janitorial fee applies) under the following circumstances:**

- 1) The group utilizing the hall is a non-profit, government organization, or Vermont political party, made up in part or in whole by local residents, providing services, support or resources to local residents, or representing the political interests of local residents.
- 2) The Town Clerk and/or Selectboard may, at their discretion, negotiate an adjustment or elimination of the hall rental price if a group that does not precisely meet the definition above specifically provides services to Guildhall residents at no charge or at reduced rates or in such a manner that is beneficial to local residents.
- 3) The Guildhall Community Church may use the hall at no charge, in connection Church-related events, with the exception of private wedding receptions, which must pay.

## KITCHEN RULES AND REGULATIONS

1. Anyone utilizing the kitchen for an event is responsible for leaving it tidy: the floor must be swept and, if necessary, mopped.
2. Like all other parts of the Guild Hall, there is no smoking permitted in the kitchen.
3. Return all dishes, cookware, condiments and cleaning items to their proper places.
4. The dishwashing machine must be used by authorized personnel only. Anyone wanting to use the dishwashing machine must make arrangements with Town officials and be prepared to pay \$10.00 per hour to personnel authorized by the Town Clerk and the Kitchen Committee.
5. Scrub all pots and pans inside and out; make sure bottoms are clean. Take apart small electrical appliances used, clean them, and re-assemble them. The coffee pots have separate cleaning instructions posted inside the cabinet doors; wash them with soap and water. Make sure the stove and oven are left clean.
6. Any food items left in the refrigerator or freezer will be disposed of by the Town janitor.
7. Children are only permitted in the kitchen under adult supervision.
8. Turn off the stove and the lights before leaving.
9. Any individuals/groups who violate the kitchen regulations may be refused further use in the future.