

Town of West Rutland  
**RENTAL CONTRACT FOR RECREATION FACILITIES**

**DATE of RESERVATION:**

The undersigned wishes to rent the facilities of the Town of West Rutland indicated below for the following Date(s) and times and understands that no date is final until both parties have signed this agreement.

\_\_\_\_\_ All Purpose Room      \_\_\_ Auditorium      \_\_\_ Recreation Building

**NAME OF EVENT:**

**EVENT DATE:**

**MOVE IN TIME:**

**EVENT TIME:**

**MOVE OUT TIME:**

**CONTACT PERSON:**

**ADDRESS:**

**PHONE:**

**Person/Group responsible for payment:**

**Billing Address:**

**Facility to be used for the following purpose:**

**Costs:**

<b>Auditorium Rental fee:</b>	
• 1-3 hours (\$35 per hour)	
• 1-3 hours non-profit org (\$25per hour)	
• 4 hours (\$125.00)	
• 8 hours (\$250.00)	
<b>Rec Building Rental Fee per day</b>	\$50.00
<b>Conference Room Rental Fee per hour</b>	\$20.00
<b>Custodial Services Flat Fee</b>	\$25.00
Table rental - Round table - seats 8-people - \$5.00 each	
<b>Table &amp; Chair Setup/Teardown Flat Fee</b>	\$50.00
<b>Light Board Flat Fee</b>	\$55.00
<b>Audio System Flat Fee</b>	\$120.00
<b>Total Event Cost</b>	
Non-refundable deposit to hold date (required at time of signing Rental Agreement)	\$35
Damage deposit due two weeks before rental date (Please use <u>separate check</u> . Damage deposit will be returned within two weeks of the event unless forfeited in Accordance with this agreement.)	\$100

The Town of West Rutland agrees to furnish a clean space with accessibility to chairs and stage lighting. The undersigned recognizes that any additional amenities or furnishing, other necessary equipment, and technical/support personnel are the responsibility of the Renter, unless otherwise contracted with the Town of West Rutland.

Additionally, the undersigned agrees to restore the Town Hall Auditorium to the condition in which found, broom-clean and with load out, lock up, lights off, heat/AC turned down and all trash taken from the premises. **Failure to abide by these procedures will result in the forfeiture of security/damage deposit and may incur additional fees at a rate of \$35.00 per hour labor costs plus any additional cost of repair and/or materials above and beyond the amount of security deposit.**

The Town of West Rutland and its staff will be in no way liable for any damage or injury sustained as a result of this agreement. Any claims that should arise are the sole liability of the said Renter. The Town of West Rutland must receive a certificate of liability insurance no later than two weeks of the signing of this agreement.

The Town of West Rutland does not allow:

- The use of open flame candles, helium balloons, birdseed, rice, flower petals or glitter products, unless approved by the Town Manager.
- The service of alcohol within the venue, unless approved by the Town Manager and provided and served by a liquor licensee who holds a current license meeting the terms of State law. The liquor licensee must obtain a permit from the Town of West Rutland no less than 30 days prior to the event and submit a copy to the Town Manager.
- Affixing of any forms of decoration or publicity without prior approval by the management.
- Smoking within the building.

**Renters please note:** The Town Hall Auditorium is located in semi-residential neighborhood, and located above the Town of West Rutland offices. Renters of the space during business hours (Monday-Friday 8am-4pm) should keep all activity below a normal noise level. If amplified sound is employed, it must be kept below 80 db. All amplification must cease by 12:00a.m. Failure to comply with the 80db restriction throughout the concert will result in the termination of event and forfeitures of all deposits.

In consideration of the above, the undersigned agrees to pay the rental fee stated above to the Town of West Rutland. **A nonrefundable deposit of \$\_\_35.00\_\_ must be returned with the signed copy of this agreement.** The \$100 damage deposit (separate check) will be retained and returned within a period of two weeks following the date of the rental unless the security deposit, or a portion of it, is forfeited in accord with his agreement.

Town of West Rutland  
35 Marble Street  
West Rutland, VT 05777

\_\_\_\_\_  
Signature of representative of renting

\_\_\_\_\_  
Signature of Town Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Please sign both copies of this contract, retain one for your records and return the second copy to the Town of West Rutland with the agreed upon deposit. All checks should be made payable to the TOWN OF West Rutland and sent to the above address.

I have read the West Rutland Town Hall Use Policy and agree to its provisions. It is further agreed that, in further consideration for the use of the Town's facilities, I agree to hold harmless the Town of West Rutland for any injury or damages occurring as a result of the activities or presence in the Town's facilities and to indemnify the Town regarding any claims made against the Town arising from the activities or presence in Town facilities, including any claims brought by persons who come onto the Town's premises because of activities or any claims arising from acts or omissions of such persons, regardless of the basis of the claim. I shall notify my liability insurance carrier of this agreement, and shall take such steps as are necessary to include the Town in its insurance coverage.