

**TOWN OF HINESBURG
TOWN HALL RENTAL AGREEMENT**

Name of Applicant: _____ Phone: _____

Organization: _____

Address: _____

Reason for requesting use of Town Hall: _____

Is the event private or open to the public? _____ Number of people expected: _____

Date of event: _____

Rental Time (Include time from set-up to tear-down): _____

Comments: _____

I have read the Hinesburg 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 Hinesburg 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.

Signature of Applicant: _____ Date: _____

Rental Fee: \$ _____

Request approved this _____ day of _____, 20____

Rental fee of \$ _____ paid in full.

Circle One: Town Sponsored / Non – Town Sponsored

Approved by: _____
Hinesburg Town Administrator

Special conditions: _____

Privilege of use of the Town Hall may be revoked at any time for violation of the Town Hall Use Policy or conflicting municipal use.

HINESBURG TOWN HALL USE POLICY

Rental Fees: (Checks are payable to "Town of Hinesburg")

- | | | |
|----|-------------------|---------|
| 1. | 15 people or less | \$15.00 |
| 2, | 16 – 25 people | \$20.00 |
| 3, | 26 – 50 people | \$25.00 |
| 4. | Over 50 people | \$50.00 |

(Non-profit and municipal use – no charge)

Policies: flier

1. If an entry fee or participation fee is charged for an event sponsored by the municipality or non-profit group, rental fees will apply according to schedule above.
2. Facility must be left in same condition as prior to the event. Chairs and tables should be returned to appropriate location, broom swept, all trash removed from premises, etc. If the facility is left in an unsatisfactory condition, an additional cleaning fee of \$15.00 will be charged.
3. The renter is responsible for any damage to the facility.
4. Rental payments are made in full at time of application for rental.
5. Arrangements must be made in advance for key pick up for events or weekends or other times when the facility is closed.
6. All spaces are reserved on a first-come, first-served basis, with priority given to Hinesburg municipal uses.
7. All trash generated by the renter must be removed from the premises.
8. Maximum occupancy is 175 people.
9. The renter must make parking arrangements if Town Hall parking is insufficient.
10. Renters are responsible for turning off lights and closing all windows and doors prior to leaving.
11. Private functions are limited to family-type affairs, such as weddings, graduations, showers, etc. No merchandising of products for private gain will be allowed in the Town Hall.
12. Renter must be a Hinesburg resident.
13. The Town of Hinesburg reserves the right to waive payment of rental fees and make exceptions to this policy under certain circumstances.
14. The Town of Hinesburg reserves the right to deny rental under certain circumstances.
15. Cancellation within one week of reserved date will result in forfeiture of rental fee.
16. If a non-town sponsored organization is using the Town Hall, it must specify its status as a non-Town organization in any mailer, flyer, or other mode of communication that advertises the use of the Town Hall.

SMOKING AND CONSUMPTION OF ALCOLHOLIC BEVERGES IS STRICTLY PROHIBITED

**Check is payable to Town of Hinesburg. Return Form and Check to:
Jennifer McCuin – Hinesburg Recreation, 10632 Route 116, Hinesburg, VT 05461**

Policy Adopted June 6, 2011 by the Hinesburg Selectboard