



**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. 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 indemnify the Town regarding any claims made against the Town arising from the activities or presence in Town facilities. 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. The Town may require proof of liability insurance, if in its sole judgment, such proof of insurance is necessary.

Signature of Applicant: _____ Date: _____

Rental Fee: \$ _____

Request approved this _____ day of _____, 20____

Rental fee of \$ _____ paid in full.

Key Deposit of \$50 paid in full: **Y/N**

Circle One: _____ **Town Sponsored / Non – Town Sponsored**

Approved by: _____

Hinesburg Town Administrator

Special conditions: _____

The Town Administrator, or his/her designee, may revoke approval for rental at any time for violations of this policy. In the event of a revocation for violations of this policy, the Town shall retain the rental fee and return the key deposit. If an approval for rental is revoked due to a conflicting municipal use, the renter will receive a return of the full rental fee and key deposit.

HINESBURG TOWN HALL USE POLICY

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

The following rates apply for the first two hours of a rental. Rentals in excess of two hours will be charged an additional \$10 per hour.

1.	15 people or less	\$25.00
2,	16 – 25 people	\$30.00
3,	26 – 50 people	\$40.00
4.	Over 50 people	\$50.00

There is no charge for municipal or non-profit use. A non-profit entity may be asked to show proof of State and/or Federal non-profit status when rental and deposit fees are due.

Rules:

1. If an entry fee or participation fee is charged for an event sponsored by a non-profit group, rental fees will apply according to schedule above.
2. The facility must be left in the same condition as prior to the event. Chairs and tables should be returned to the appropriate location, the room broom swept, and all trash removed from premises, etc. If the facility is left in an unsatisfactory condition, the renter forfeits the key deposit and shall also be responsible for any cleaning costs in excess of the deposit incurred by the Town. The Town Administrator or his/her designee will determine whether or not the facility was left in a condition similar to the condition prior to the event. The Town Administrator or designee’s determination may be appealed to the Selectboard.
3. The renter is responsible for any damage to the facility, up to and including the actual cost of repair or replacement.
4. Rental payments and the key deposit are to be paid in full at the time of application for rental.
5. The key deposit will be returned or refunded upon return of the key and certification that the facility was left in satisfactory condition.
6. Arrangements must be made in advance for key pick-up for events on weekends or other times when the facility is closed.
7. Due to the Town’s staffing levels, only one rental per weekend will be allowed. This enables the Town to ensure that the facility was returned to an expected and appropriate condition.
8. All spaces are reserved on a, “first-come, first-served basis,” with priority given to Hinesburg municipal uses.
9. All trash generated by the renter must be removed from the premises. Food waste shall not be disposed of in the main floor restroom.
10. Helium balloons of any kind are not allowed in the Main Hall. Renters will be charged the full cost of parts and labor associated with repair or replacement of fans damaged due to the entanglement of balloons.
11. Maximum occupancy is 175 people.
12. The renter must make parking arrangements if Town Hall parking is insufficient, and submit those plans in writing or via email at the time of application.
13. Renters are responsible for turning off lights and closing all windows and doors prior to leaving.
14. Private functions are limited to family-type affairs, such as weddings, graduations, showers, etc.
15. The renter must be a Hinesburg resident.
16. The Town Administrator, or his/her designee, reserves the right to waive payment of rental fees and make exceptions to this policy under certain circumstances.
17. The Town Administrator, or his/her designee, reserves the right to deny rental under certain circumstances.
18. Cancellation within one week of reserved date will result in forfeiture of rental fee.

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**