

Rental Contract

Thank you for your interest in the Governor Hunt House Community Center (GHHCC). Our mission is to provide a gathering place for activities that foster community spirit, honor our rural heritage and enhance the well-being of Vernon residents. Below are the rental information and rules. Because this is a historic building, we ask that you use care and consideration when putting on your event so that we can preserve our history and continue to have a good relationship with our neighbors for years to come.

After you have read these materials please sign your contract and return it, along with your payment, to the Facilities and Activities Manager, Shelli Harvey, by email at GovHuntCC@gmail.com or by mail addressed to, Friends of Vernon Center, PO Box 241, Vernon, VT 05354. Please schedule an orientation with Shelli to review important details. She can be reached at the email above.

Your Rental

Your rental includes use of the specific room/rooms you have reserved within the building, tables, chairs, lectern, easels, room dividers, and 2 fully stocked restrooms. Projectors and screens are available for use for an additional fee. A small kitchen with minimal equipment is available for an additional fee. Outside space is available for use. Let us know what you may need. Parking is available next to the building. If additional parking is needed, it can be arranged to park across the street at the elementary school with prior notice.

We are a carry-in/carry-out facility. We ask that you remove everything you bring in, including trash. **There is a disposal fee of \$25 if trash is not removed.** Refer to the post-event checklist for additional details on cleaning.

Rules

- No smoking, drugs, fires, animals, except in special circumstances approved by the GHHCC.
- Serving of alcohol is only permitted with a liquor license. Proof of license is required.
- All children should be closely supervised by an adult at all times.
- Activities and decorations shall not be allowed to cause any damage to the building and must be fully removed at the end of your rental.
- Furniture can be moved but must be returned to its original location. Do not drag the furniture as it may damage the floors.
- Renters must clean up completely after the event as detailed in the post-event checklist. Cleaning supplies are in the cleaning closet next to the restrooms. Everything in the building should be returned to its original location.
- Renters must remove everything brought in when the event ends..
- Set-up and clean-up time is included in your rental time slot and must be completed within that time frame.
- Renters will comply with Vernon's noise ordinance.
- All events should end by 11 pm.
- If clean-up is incomplete, the post-event checklist is not followed, or there is any damage, the security deposit will be used to cover costs.

Safety

- There is no public phone at the GHHCC. It is recommended that renters use cell phones.
- The 911 address is 322 Governor Hunt Road, Vernon.
- There are 2 fire extinguishers in the building. They are located in the community room and at the top of the ramp in the hallway.
- Keep exits, ramps, and stairs clear of obstructions.
- If an issue with the building should arise, please call Shelli Harvey at 802-579-8777.
- There is a list of emergency numbers on the wall inside the main door.

Rental Rates*

*Complete this form and return it with the signed Rental Agreement and your payment.

All renters must pay a rental fee and a security deposit. Security deposits must be paid in the form of a separate check which will not be deposited unless there is an issue that needs to be addressed from your rental.

If you would like us to handle your set-up or clean-up, the charge is \$100 for set up and \$100 for clean up.

Please note that set up and clean up times are included in the time frames below.

Rental of One Activity Room	Non-Vernon Resident	Vernon Resident	Total Due
First Two Hours (minimum rental time)	\$100	\$50	
Additional Hours	\$50/each	\$25/each	
Security Deposit	\$250	\$250	

*Full Building	Non-Vernon Resident	Vernon Resident	Total Due
First Two Hours	\$300	\$200	
Additional Hours	\$125/each	\$100/each	
Weekend Event Rental (Friday 12 pm - Sunday 3 pm)	\$2,000	\$1,200	
Security Deposit	\$500	\$500	

* Historic House included only with signed agreement of historic property use guidelines.

* Kitchen is not included in Full Building Rental.

Additional Equipment and Fees	Non-Vernon Resident	Vernon Resident	Total Due
*Projectors and Screens (2 available)	\$15/each/day	\$10/each/day	
Kitchen Space	\$75/day	\$50/day	
Set Up Fee	\$100	\$100	
Clean Up Fee	\$100	\$100	

* The rental of audio-visual equipment does not include a tech person to help operate the equipment. It is the renter's responsibility to operate the equipment by following the posted instructions.

Total Rental Fees	
Total equipment and setup/breakdown fees	
Security Deposit	
Final Total Due	

Cancellations

Please notify us as soon as possible of any cancellations.

Cancellations up to 14 days before the event will receive a full refund. Cancellations less than 14 days before the event will be charged half of the rental fee. Cancellations less than 48 hours before the event will not receive a rental fee refund.

RENTAL RESERVATION AGREEMENT

Must be completed and returned along with contract to secure reservation

To reserve space, complete this form, along with the rental rate form, and return with two checks made payable to Friends of Vernon Center Inc.; one for your \$250 security deposit and a separate check for your rental fee. This contract may be mailed to PO Box 241, Vernon, VT 05354 or scanned to GovHuntCC@gmail.com

Renter's Name/Organization: _____

Renter's Mailing Address: _____

Renter's Phone #: _____ Renter's email: _____

Rental Date(s): _____

Time of Rental: from _____ to _____ (allow time for set up and clean up)

Brief Description of rental:

Space requested: _____

Equipment requested: _____

Number of attendees (approximate): _____

Will there be alcohol served? _____ if yes, who is your caterer? _____

(please note we require proof of your caterer's license to serve liquor.)

Rental Fee Total from table above: _____

I, the undersigned contracting individual and/or organization, agree to hold Friends of Vernon Center Inc., its officers, directors, employees and agents, free and harmless from any and all claims and causes of action for damages to property, or for injuries to any person in any way arising out of or related to or connected with the user's rental of the equipment and or premises.

I the undersigned, acting as representative of the organization, or individual entering into this agreement, agree to pay the required fees in full prior to the event, and assume full personal and financial responsibility for any damages sustained to the building, grounds, furniture or equipment, not covered by the Security Deposit due to misuse and/or vandalism and conduct of all persons on the premises at the time of the event.

I acknowledge that I have read, understood, and agree to adhere to all terms of the Rental Agreement and the Post-Event Checklist.

I understand that failure to comply with the rules and regulations of the GHHCC and Post Event Checklist may result in forfeiture of my security deposit and additional charges for failing to return the building, its contents, and grounds in the condition in which they were found.

When signed and executed by Friends of Vernon Center and by Renter or representatives of Renters' organizations, and secured by any required deposit, this document constitutes a binding contract.

Renter's Name

Renter's Signature

Date

Friends of Vernon Center Name

Friends of Vernon Center
Signature

Date

Post-Event Checklist*

*To be completed after rental event upon inspection from the Facilities Manager

- ☐ Carefully return furniture to original locations. Do not drag the furniture as it damages the floors.
- ☐ Remove everything you brought with you, including all decorations, supplies, food and all additional items.
- ☐ Sweep/mop all floors as necessary.
- ☐ Clean kitchen. Make sure all appliances are off, and dishware put away.
- ☐ Turn heat back down to 60 degrees in wintertime, AC 74 degrees in summer.
- ☐ Turn off all lights and projectors.
- ☐ Lock Main door.
- ☐ Place signed Post Event Checklist on the desk in the office.
- ☐ Remove all trash and recycling.
- ☐ Report promptly any personal injuries, property damages, and other significant issues.

I, the undersigned, have completed all of the above checked items or noted NA if it does not apply.

Signature of Renter: _____

To be filled out by Facilities and Events Manager after the event:

Event name and date:

Condition of building post-event:

Amount of security deposit to be refunded: \$_____ OR amount to be billed: _____

Signature of Facilities and Events Manager: _____

Date: _____

