

(For office use)

**Pierce Hall Community Center
Daily Rental Contract for 2018**

Becky Donnet, Rental Manager
38 South Main St
PO Box 86
Rochester, Vermont 05767
(802)767-5021

piercehallcommunitycenter@gmail.com ~ www.piercehall.org ~  Find us on Facebook

Renter Information

Renter _____

Mailing Address _____

Contact Person(s) _____

Phone # _____ Alt Phone # _____ Email _____

Event Information

Type/Purpose of Event _____

Event is ___ Personal/Private ___ Open to the Public

_____ Estimated number of guests (cannot exceed maximum occupancy per fire marshal)

Date of Event _____ Time from _____ to _____

Set-Up Date _____ Time from _____ to _____

Take-Down/Clean up Date _____ Time from _____ to _____ (completed by noon the following day)

Will there be alcohol? No ___ Yes ___ Bar Caterer or VDLC license # _____

Alcohol can only be served by a VDLC licensed bar caterer or by obtaining a liquor license from the Vermont Department of Liquor Control (VDLC). No BYOB (A certified bartender does not qualify)

Insurance Information Date(s) of coverage _____ (set-up, event and take-down days)

_____ Certificate of Liability Insurance required for all events in the amount of \$1,000,000

_____ or a Special Events policy in the amount of \$1,000,000

Rental Information for 2018

_____ Auditorium \$60/hr

Estimated # hrs for: Event _____ Set-Up _____ Take-Down/Clean-up _____ Total _____ @\$60/hr \$ _____

_____ Other _____ \$ _____

_____ Kitchen Usage \$150/day (use of all appliances, dishware, coffee makers, pots n pans, etc) \$ _____

_____ Heat Surcharge \$50/day of usage (October thru April) \$ _____

_____ Damage/Cleaning Deposit of \$200 as a separate check (\$ _____)

(If no damages found nor extra cleaning necessary, and all rental fees paid-in-full, the deposit will be returned in full)

Estimated Rent Total \$ _____

Renters should leave the space with the Next User in mind

Optional Services

____ Tables no charge # ____ 8' ____ 6' ____ 4' (5@8', 7@6', 1@4') (used only inside the hall)
____ Chairs no charge # ____ wooden chairs # ____ metals chairs (90) (used only inside the hall)
____ Piano no charge (If Renter requires piano tuning, PHCC can provide tuner and pass expense on to Renter) \$ ____
____ Sound System (managed by PH staff) \$50/day \$ ____
____ Projector/Screen/Sound System (managed by PH staff) \$150/day \$ ____
____ Other optional service(s) _____ \$ ____
____ Set up/Take down services available by PHCC staff: \$50 min charge for up to 1 hr,
then \$25/hr thereafter (Includes tables, chairs, optional services, etc) # hours ____ \$ ____

Estimated Optional Services Total \$ ____

ESTIMATED GRAND TOTAL (subject to change) \$ ____

Post event: Any additional charges incurred will be invoiced separately and once all rental fees are paid in full, the damage/cleaning deposit will be returned if all obligations have been met.

Any temporary changes to fixtures, curtain, artwork, etc need approval from PHCC

If Renter agrees to this contract and has read and agreed to the attached Rental Terms and Agreement, please sign and return it to the Rental Manager with a \$100 rental deposit 30 days prior to the event for a guaranteed booking. (The \$100 rental deposit will not be refunded if the Renter cancels within 30 days prior to the event.)

Renter Signature _____ Date: _____

Rental Manager Signature _____ Date: _____

PHCC OFFICE USE ONLY

____ Vermont Dept of Public Safety approves this event (during construction phase)
____ Certificate of Liability Insurance or Special Events insurance received from _____ company
____ If alcohol, copy of contract with VDLC licensed bar caterer or VDLC license Prior to the event: the bar caterer's Caterer's License as well as the specific event Request to Cater Permit and/or any other special event VDLC license.
____ \$100 Rental deposit received Date _____ Check # _____
____ \$200 refundable Damage/Cleaning Deposit received Date _____ Check # _____
____ Balance Owed \$ _____ received Date _____ Check# _____
____ Approved _____ Need further info _____

Renter Notified of approval and guaranteed rental: Date _____
Rental Manager Signature of Approval _____ Date _____

PHCC is a non-profit 501 © (3) organization. Contributions to PHCC are exempt from U.S. federal income taxes. This institution is an equal opportunity employer.