

**Pierce Hall Community Center  
Daily Rental Contract for 2019**

Becky Donnet, Rental Manager  
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**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 2019**

\_\_\_\_\_ 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 \_\_\_\_\_

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