

**Pierce Hall Community Center
Multi-Day Rental Contract for 2024**

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 _____

Date of Event _____ Event is ___ Personal/Private ___ Open to the Public

_____ Estimated number of guests (cannot exceed maximum occupancy of 300)

Day 1 ___ Set up: day before event (up to 6 hrs access between 8 am and 11 pm)

Day 2 ___ Day of event: access between 8 am and 11 pm

Day 3 ___ Clean up: access between 8 am and 12 noon

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 _____ (must include 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 Fees and Information for 2024

Auditorium/Balcony/Stage:

_____ 2 days of access \$1,200 (\$600 due 30 days prior to the event) \$ _____

_____ 3 days of access \$1,500 (\$750 due 30 days prior to the event) \$ _____

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

_____ Minimal Kitchen Usage \$50/day (fridge, sink, light food prep, food warming and coffee maker) \$ _____

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

_____ Damage/Cleaning Deposit - \$200 as a separate check due 60 days prior to the event (\$ _____)

(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' rectangle (4) _____ 6' rectangle (6) _____ 5' round (12) (inside hall only)
 _____ Chairs no charge # _____ metal (102) # _____ cushion (45) # _____ wood (10 quads) (inside hall only)
 _____ Painted curtain (no charge) _____ UP _____ DOWN (managed by PH staff)
 _____ Linens \$100 (no charge if full Kitchen Usage is included) \$ _____
 _____ Dinnerware \$100 (no charge if full Kitchen Usage is included) \$ _____
 _____ Piano: no charge to use but if tuning is requested by renter - piano tuning fee: \$ _____
 _____ Sound System (managed by PH staff) \$50/day (include Microphone) \$ _____
 _____ Projector/Screen/Sound System (managed by PH staff) \$150/day (include Microphone) \$ _____
 _____ 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 due at least 60 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

_____ 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 "guaranteed booking" deposit received at least 60 days prior to the event. Date _____ Check # _____
 _____ 1/2 of rental fee \$ _____ received 30 days prior to the event Date _____ Check # _____
 _____ \$200 refundable Damage/Cleaning Deposit received Date _____ Check # _____
 _____ Balance Invoiced \$ _____ received Date _____ Check# _____
 _____ Renter Notified of approval and guaranteed rental: Date _____

Note: Prior to being signed, this contract copy is subject to change at any time.

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.