


**Pierce Hall Community Center**  
**Daily Rental Contract for 2024**

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 of 300)

Date of Event \_\_\_\_\_ Time from \_\_\_\_\_ to \_\_\_\_\_ (Ends no later than 11:00 PM)

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 2024**

\_\_\_\_\_ Auditorium/Balcony/Stage \$60/hr

\_\_\_\_\_ Dance Studio \$60/hr

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

\_\_\_\_\_ Other \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Full Kitchen Usage \$150/day (use of all 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 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' 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 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**

\_\_\_ 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 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.