

**Pierce Hall Community Center
Daily Rental Contract for 2025**

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 2025

_____ 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 Pierce Hall 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.