

**Pierce Hall Community Center
Multi-Day Rental Contract for 2026**

Becky Donnet, Rental Manager
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Renter Information

Renter _____

Mailing Address _____

Contact Person(s) _____

Phone # _____ Alt Phone # _____ Email _____

Event Information

Type of Event _____

Event is _____ Personal/Private _____ Open to the Public

Date of Event _____ Date of Set Up _____ Date of Clean Up _____

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

Alcoholic Beverages

Will there be alcohol? ___ Yes ___ No 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 liability policy in the amount of \$1,000,000

Rental Fees and Information

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) \$ _____

_____ or 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 Pierce Hall 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 # _____ (Date returned _____)
 ___ 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.