



Bristol Recreation Department

PO Box 249, Bristol, Vermont 05443

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www.bristolvtrec.com

Fee Schedule for Use of Holley Hall

FEES: All fees are to be paid **prior** to the event. Checks should be made payable to: **Town of Bristol**

DEPOSIT (required): \$150 for event without alcohol OR \$250 for event with alcohol

(The deposit must be a separate check from the rental fee).

Within 72 hours after the event, an inspection of the premises will take place.

If no damage is found, or additional cleaning is required, the deposit may be returned in full.

Fees for use of Holley Hall are as follows: (Please check appropriate box)

<u>EVENT</u>	<u>Bristol Resident</u>	<u>Non Bristol Resident or Business</u>
● Private Party (for 4 hours)*	\$150	\$175
● Wedding Service	\$300	\$300
● Wedding Service &/or Reception/Banquet	\$500	\$500
● Classes	\$25 per hour	\$25 per hour
● Non-Profits (fundraising, educational, service events)	\$100	\$150
● For-Profits (concerts, conferences)	\$250	\$400

* For events lasting longer than 4 hours contact Bristol Recreation Department for costs.

<u>OPTIONAL FEES</u>	<u>Yes</u>	<u>No</u>
● Digital Projector and Screen	\$40	
● Projection Screen only	\$25	
● Digital Projector only	\$25	
● Basic Sound P/A System	\$25	
● Sound & Light Technician*	\$125	
● Use of Stage Lights	\$25	
● Use of a “staging/dressing room” area downstairs	\$75	

*\$125 fee must be a separate check made out to the technician. Bristol Rec. Dept. will provide name of technician

<u>This event will include the use of the following</u>	<u>Yes</u>	<u>No</u>
● Food/Refreshment		
● Consumption of Alcohol		
● Caterer		
● Use of Stage		
● Use of Tables and Chairs**		
● Other: <i>Please describe:</i> _____		

Seating Capacity: 250 standing plus 33 in balcony; or 125 seated with tables and chairs

**We offer: (7) 8 ft folding tables; (1) 4 ft folding tables; (5) 60-inch round tables; 170 chairs plus fixed seats in balcony

In case of an emergency, please call 911.

General Policies

General Terms of Rental Agreement:

1. There is no smoking in the building at any time.
2. The service or consumption of alcohol within the venue or on the grounds is prohibited without proper permitting.
3. All events must conclude prior to 11pm.
4. Absolutely no nails, staples, push pins or tape are to be used anywhere in the building.
5. Your reserved time includes set-up, clean-up. Arriving early or extending your end time may result in additional charges.
6. There can be no use of open flame, fog machines, or mylar balloons in the Hall.
7. If the floor becomes dirty from foot traffic of your event, you are required to sweep and mop the floor.
8. All trash and recycling generated by your event must be taken with you and disposed of properly.
9. All lights must be shut off, windows closed, and the Hall must be secured with the key placed in the lock box upon leaving.
10. Any damages must be reported within 24 hours to the Recreation Department.
11. Please be respectful of Town Offices on the main floor of the building.
12. The handicapped lift is only for those who are physically challenged and unable to use the stairs.
Absolutely no freight
13. Users may be required to provide a constable or police officer to maintain order during a planned event. The need of an officer will be determined by the Police Chief. Users will be responsible for all expenses associated with providing an officer.
14. Children under the age of 18 must be supervised at all times.
15. Users will supply the Town of Bristol with a certificate of insurance with the town listed as additional insured. This type of policy rider is usually purchased through your home owners policy. You may however use this link to obtain liability coverage for your event
<https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>
16. The service of alcoholic beverages creates increased levels of risk. Your certificate of liability must indicate that alcoholic beverages will be served.
17. A damage deposit of \$150 (\$250 if your event contains alcohol) is necessary prior to any event and should be included with your application. The deposit may be returned after inspection.
18. If the space is not properly cleaned or put back together after an event, there will be a minimum fee of \$150 (deducted from security deposit). Any additional fees will be the responsibility of the person signing the rental agreement.
19. Users are responsible for leaving the facilities and the grounds in the same condition they found them. In the event of extraordinary damages (beyond normal wear and tear), users are responsible for all costs of repairs or cleaning.
20. Fees are subject to change.
21. Please contact Bristol Recreation Department one week prior to your event to go over security procedures and obtain keys.
22. The Selectboard reserves the right to approve or deny any and all proposed uses of Holley Hall.

You will also be responsible for the following:

- Setup and take down of tables and chairs
- Table surfaces should be cleaned and dry prior to storage
- Removal of all decorations
- Sweep and mop of bathrooms and entry way (if necessary)

Application for the use of Holley Hall

Event:

Contact Name:

Alternate Contact:

Address:

Address:

Phone #

Phone #

Email:

Email:

Event Date:

Load in Time:

Event Time:

Load out Time:

Expected Attendance:

This Rental Agreement, dated _____, 20__ by and between the Town of Bristol, and _____, (the Renter). In consideration of the mutual covenants and conditions herein, the parties agree as follows:

1. FACILITY: The Town rents to Renter the Holley Hall in Bristol, Vermont (the Facility) for the Event described below.

2. EVENT: Renter will use the Facility for the following Event:

3. DATE and TERM. The date of the Event will be _____, from _____ (a.m./p.m.) until _____ (a.m./p.m.).

4. RENT AND SECURITY DEPOSIT. Renter will pay the Town a rental fee of \$_____ at the signing of this Rental Agreement. Renter will also pay the Town a security deposit of \$_____ at the signing of this Rental Agreement.

5. OBLIGATIONS OF RENTER. At the end of the rental term, Renter will return the Facility in a neat, orderly and clean condition. The facility and its contents shall be returned in at least the same condition that existed prior to the rental, or better. Renter will be responsible for, and liable to, the Town for all repairs to the Facility required as a result of damage caused by Renter and Renter's guests.

6. OCCUPANCY. Occupancy of the Facility will be limited to: 250+ 33 in the balcony, 125 seated with tables & chairs. We offer (7) 8ft tables; (1) 4ft table; (4) plastic 60-inch round tables; (3) 60-inch round wood tables; 170 chairs.

7. SMOKING. Smoking is prohibited in the Facility.

8. INSURANCE. Renter will procure and maintain at its sole cost and expense, comprehensive general liability insurance in which the Town of Bristol is listed as an additional named insured with a combined single limit coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. **Renter will furnish the Town with a certificate of insurance at least two weeks prior to the Event.**

9. RETURN OF SECURITY DEPOSIT. Within 72 hours following the Event, the Town will inspect the Facility. If Renter and guests have not caused any damage to the Facility and the venue is left clean and orderly, the Town will return the security deposit to Renter by first class mail within seven days. If Renter and guests *have* caused damage to the Facility, Town may retain all or a portion of the security deposit. If the Town retains any of the rental deposit, it will give written notice to Renter specifying the amount retained and the reasons therefore. The Town's remedies for damage shall not be limited to retention of the security deposit and the Town may pursue any additional remedies authorized by law to recover its damages or losses.

10. ALCOHOL. If alcohol will be furnished, served or consumed at the Event, Renter agrees to the following additional terms:
- A. An security deposit of \$250.00 is due at the signing of this Rental Agreement.
 - B. If Renter will furnish or serve alcohol at the Event, Renter will procure and maintain, at its sole cost and expense, liquor liability insurance in which the Town of Bristol is an additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Renter will furnish the Town with a certificate of such insurance prior to the Event.
 - C. If Renter will contract with a caterer or other third party to furnish or serve alcohol at the Event, such caterer or third party shall procure and maintain at its sole cost and expense comprehensive general liability insurance with combined single limit coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and liquor liability coverage insured with combined single limit coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Town and Renter shall both be named as additional insureds. Renter will furnish the Town with a certificate of such insurance prior to the Event.
 - D. Host liquor liability coverage may be substituted when alcohol is consumed and not sold at the Facility with the prior written approval of the Town. The Town shall be named as an additional insured on the host liquor liability insurance.
 - E. Renter and/or Renter's guests shall not provide alcohol to persons under the age of 21 or to persons who are already intoxicated or are apparently intoxicated. Renter and/or Renter's guests shall require proof of age of all persons prior to serving them with alcohol.
 - F. Renter acknowledges that the Town does not condone the irresponsible use of alcoholic beverages. It shall be Renter's sole responsibility to monitor the use of alcoholic beverages by Renter's guests.
 - G. Renter may be required to provide a constable or police officer to maintain order during a planned event. In this eventuality, users are responsible for the associated expenses.
 - H. Need of an officer for an event will be determined by the Chief of Police.
 - I. The Selectboard reserves the right to require a licensed bartender at any event.
11. INDEMNIFICATION AND HOLD-HARMLESS. Renter agrees to indemnify, defend and hold the Town, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the Facility by Renter and Renter's guests, agents, or employees.
12. ASSIGNMENT. This Rental Agreement is not assignable to any other person or entity.
13. CANCELLATION. The rental fee will not be refunded if notice is received less than 15 days before the Event, unless the Facility is subsequently rented for the same date. The security deposit will be refunded if the Facility is not used. In the event of a power outage or other event that may render the Facility unusable, the rental fee and security deposit will be refunded.
14. RIGHT OF ENTRY AND TERMINATION. The Town, its officers, agents, and employees shall have the right to enter the Facility at all times during the Event to confirm Renter's conformance to this Agreement. If the Town determines, in its sole judgment, that Renter has breached a term of this Agreement, the Town shall have the right to immediately terminate this Rental Agreement prior to the expiration of its term and prior to the conclusion of the Event without any refund to Renter.
15. CONFORMANCE WITH THE LAW. Renter agrees that Renter will abide by and conduct its affairs in accordance with the Town of Bristol Facility Use Policy and all laws, rules, regulations, and ordinances, including those relating to alcohol consumption and noise. Renter shall not engage in or allow any illegal activity to occur at the Facility.

The parties have executed this Agreement at Bristol, Vermont this ____ day of _____, 20__.

TOWN OF _____

By: _____

(Duly authorized Agent)

RENTER _____

Address: _____

Town _____ St ___ Zip _____

(Organization, if applicable)

NOTES: