



Bristol Recreation Department

PO Box 249, Bristol, Vermont 05443

Phone: 453-5885; Fax: 453-5188; email: recdirector@bristolvt.org

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): \$200 for an event without alcohol OR \$300 for an event with alcohol (The deposit must be a separate check from the rental fee).

Within 72 hours after the event, we will inspect the premises.

If we find no damage and no additional cleaning is required, we will return the deposit.

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)*	\$200	☐	\$250	☐
• Wedding Service	\$400	☐	\$400	☐
• Wedding Service &/or Reception/Banquet	\$600	☐	\$600	☐
• Classes	\$35 per hour	☐	\$35 per hour	☐
• Non-Profits (fundraising, educational, service events)	\$150	☐	\$200	☐
• For-Profits (concerts, conferences)	\$350	☐	\$500	☐

* 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	\$50	☐	☐
• Projection Screen only	\$30	☐	☐
• Digital Projector only	\$30	☐	☐
• Basic Sound P/A System	\$30	☐	☐
• Sound & Light Technician*	\$150	☐	☐
• Use of Stage Lights	\$30	☐	☐
• Use of a "staging/dressing room" area downstairs	\$100	☐	☐

*\$50 fee must be a separate check made out to the technician. Bristol Rec. Dept. will provide the name of the 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: 332 persons in folding chairs; 299 standing plus 33 in balcony; or 137 seated with tables and chairs

**We offer: (7) 8 ft folding tables; (1) 4 ft folding tables; (5) 60-inch round tables; 137 chairs plus fixed seats in balcony

In case of an emergency, please call 911.

General Policies

General Terms of Rental Agreement:

1. Smoking is prohibited in the building at all times.
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 11 pm.
4. Absolutely no nails, staples, push pins, or tape are to be used anywhere in the building.
5. Your reserved time includes set-up and 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. You must take all trash and recycling generated by your event and dispose of it properly.
9. Shut off all lights, close all windows, and secure the Hall by locking the push bar of the door as you exit.
10. Report any damage 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 Police Chief will determine whether an officer is needed. 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 must provide the Town of Bristol with a certificate of insurance listing the town as an additional insured. This type of policy rider is usually purchased through your homeowner's policy. You may, however, use this link to obtain liability coverage for your event:
<https://app.gatherguard.com/?v=0406-026>
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 \$200.00 (\$300.00 if your event includes alcohol) is required before any event and should be included with your application. Deposits are a separate check. We may return or void the deposit 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 repair or cleaning costs.
20. Fees are subject to change.
21. Please contact the Bristol Recreation Department one week before your event to review security procedures and obtain the code.
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
- Sweep and mop reserved areas (bathroom, entryway, and main area)

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 persons in folding chairs, 250 standing + 33 in the balcony or 130 seated with tables & 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 or void the check 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 therefor. 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. A security deposit of \$300.00 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. The Chief of Police will determine whether an officer is needed for an event.
 - I. The Selectboard reserves the right to require a licensed bartender at any event.
11. INDEMNIFICATION AND HOLD-HARMLESS. Notwithstanding any other agreements, Renter agrees to indemnify, defend and hold the Town, its officers, agents, and employees harmless from any loss or legal liability which result from claims of bodily injury or death to persons or property** arising out of, but only to the extent of the negligence of Renter during the use and occupancy of the Facility by Renter and Renter's, 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, 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)