



# APPLICATION FOR USE OF HOWDEN HALL

**Event:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_  
**Load in Time:** \_\_\_\_\_  
**Event Time:** \_\_\_\_\_  
**Load out Time:** \_\_\_\_\_

**Expected Attendance:** \_\_\_\_\_

**Brief description of the event:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Howden Hall has served as a landmark in Bristol for years. The intention is to preserve the building as a historic center and to hold activities that celebrate our sense of community.

The Selectboard reserves the right to approve all proposed uses of Howden Hall.

We ask that you have respect for each other, our facility and our community.

**Fees:**

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

**Deposit of \$100 is required for all events.** (This must be a separate check from the actual rental fee.) Within 48 hours after your event, an inspection of the premises will take place. If no damages are found, the deposit will be returned minus a cleaning fee, if necessary.

**Fees for use of Howden Hall are as follows:**  
**(Please check the appropriate box)**

	Resident		Non-Resident	
Private Party (up to 4 hours)	\$50	<input type="checkbox"/>	\$75	<input type="checkbox"/>
Private Party (4 hours or more, maximum 8 hours)	\$120	<input type="checkbox"/>	\$145	<input type="checkbox"/>
Non-Profit Event (Fundraising, educational, events)	\$25	<input type="checkbox"/>	\$50	<input type="checkbox"/>
Classes	\$25/hr	<input type="checkbox"/>	\$25/hr	<input type="checkbox"/>
Commercial Entities (Business events, meetings)	\$125	<input type="checkbox"/>	\$200	<input type="checkbox"/>
Monthly Meetings involving Children or Seniors	Free	<input type="checkbox"/>	Free	<input type="checkbox"/>

**Seating Capacity:** 42 seats available, 6 tables

**General Terms of Rental Agreement:**

1. In response to the COVID 19 Global Pandemic, physical distancing, hand washing, mask wearing and hard surface cleaning and sanitization protocols (according to the Centers for Disease Control) must be followed at all times. The Recreation Department will provide specific instructions to the primary contact person for the event.
2. There is no smoking in the building at any time. No open flames.
3. The service or consumption of alcohol within the venue or on the grounds is prohibited.
4. All events must conclude prior to 11p.m.
5. Absolutely no nails, staples, push pins or tape are to be used anywhere in the building.
6. If the floor becomes dirty from foot traffic or other, your group is required to sweep & mop the floor.
7. All trash generated by your event must be taken with you.
8. The Hall must be secured with the key placed in the lock box upon leaving.
9. Any damages must be reported within 24 hours to the Recreation Department.
10. Use of the lift is for disabled persons only.
11. A damage deposit of \$100 is necessary prior to any event and should be included with your application. The deposit will be returned after inspection of the hall.
12. Children under the age of 18 must be supervised at all times.
13. **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)**
14. Users will supply the Town of Bristol with a certificate of insurance.
15. All tables and chairs should be returned their original position.
16. 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, physical distancing or mass gathering limitations by executive order. Renter shall not engage in or allow any illegal activity to occur at the Facility.

**I hereby agree to comply with the rules & regulations of the Selectboard governing the use of Howden Hall.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please contact Bristol Recreation Department one week prior to your event to go over security procedures and receive the lock box code.**

.....  
**FOR OFFICE USE ONLY**

**Permit**                      **Granted** \_\_\_\_\_                      **Denied** \_\_\_\_\_

**Conditions:** \_\_\_\_\_

**Deposit Ck #** \_\_\_\_\_                      **Fee Ck#** \_\_\_\_\_

**Received by:** \_\_\_\_\_