

TOWN OF EASTON
TOWN HALL RENTAL APPLICATION

1. Applicant:

A. Organization or Individual

Name: _____

Address: _____

Telephone: _____

B. Person Responsible:

Name: _____

Address: _____

Telephone: _____

2. Requested Town Hall Use:

Date: _____ Hours: _____ Expected Attendance: _____

Purpose: _____

Alcohol will be served: Y / N Parking Detail Needed: Y / N

Entry fee charged, if applicable: \$ _____ / N/A

3. Agreement:

A. Applicant agrees to the terms and conditions of the attached Town Hall Rental Policy for use of the Easton Town Hall.

B. The Town of Easton shall be indemnified and held harmless for any and all injuries, accidents, claims and/or causes of action of any and all kinds occurring during, or arising out of the use of the Town Hall pursuant to this Application, including such as may be caused by or resulting from the negligence of the Town or its officials, agents or employees.

C. The Applicant has determined and represents that the Town Hall is suitable for the purpose of the requested use, and accepts sole responsibility for that determination, and accepts the Town Hall for that use in its present condition, as is, and with all faults.

D. The Applicant accepts responsibility and shall reimburse the Town of Easton for any and all damage or loss resulting from use of the Town Hall, excluding reasonable wear and tear as determined by the Selectboard.

The undersigned acknowledges reading the foregoing Agreement and the attached Town Hall Rental Policy and agrees to the terms thereof this ____ day of _____, 20__.

Applicant Signature: _____ Printed Name: _____

Assignment and Receipt
(Office Use Only)

Date Submitted: ____/____/____ Date Reserved: ____/____/____

Fee Received : ____/____/____ Amount: \$_____

Key/Cleanup Deposit Received: ____/____/____ Amount: \$_____

Deducted: ____/____/____ Amount: \$_____

Returned: ____/____/____ Amount: \$_____

TULIP Insurance Provided: Y / N

Approved by: _____

TOWN OF EASTON TOWN HALL RENTAL POLICY

1. The Town Clerk shall be the Town's agent for reservation and rental of the Town Hall. The Town Clerk shall be the person from whom the key to the Town Hall is obtained, during his/her normal business hours of 1 to 6 p.m. on Thursday, and to whom it shall be returned by the time of his/her office hours next following the date of the use of the Town Hall. **RETURN IN ENVELOPE, THROUGH THE DOOR SLOT, BY THE NEXT DAY.**
2. Town governmental functions or meetings shall have first priority on use of the Town Hall. All others may reserve use on a first-come, first-served basis.
3. Town government and agencies, and charitable and public service organizations benefitting the Town of Easton may use the Town Hall without payment of either rental or a clean-up deposit, at the discretion of the SelectBoard.
4. Private individuals or organizations may rent the Town Hall at the discretion of the SelectBoard, and shall pay a rental fee in the amount of \$50.00 per day or any part thereof. In addition, a certificate of insurance (e.g. TULIP) is required to rent the Town Hall, with the Town of Easton listed as an Additional Insured. Limit of liability insurance is to be minimum of \$1,000,000.00, and if alcohol is served \$2,000,000.00.
5. If alcohol is served at the event, it is recommended that: food also be served, and the use of designated drivers are encouraged by the organizers, and individuals are assigned to deal with potentially unruly intoxicated attendees.
6. Locate all Emergency Exits. Keep all Emergency Exits clear from debris, such as tables, chairs, decorations, etc, to allow for continuous clear passage.
7. Rental shall be paid not later than two weeks in advance of the requested use date, or, if application is made within two weeks of such date, at the time of submission of this Rental Application.
8. Simultaneously with the payment of rent, (and the TULIP certificate), the Applicant shall pay a refundable deposit set by the Selectboard with a minimum of \$100.00. The deposit, at the discretion of the SelectBoard, will be applied to the costs of such clean up that the Applicant fails to perform to the satisfaction of the SelectBoard, and to costs of repairs to Town property damaged beyond normal wear and tear resulting from the Applicant's use of the Town Hall.
9. At the time the Applicant receives the key to the Town Hall, a deposit of \$25.00 shall be paid,

which shall be returned upon return of the key or forfeited to cover the cost of a replacement if the key is not returned.

10. If the Town Hall is rented for a long period of time, a heating or electric surcharge may be added, as determined by the SelectBoard.

11. The tables and chairs contained in the Town Hall, and the kitchen and lavatories, and all their furnishings, equipment and appliances, are available for appropriate use as part of the Applicant's use of the Town Hall, but the Town makes no warranty that such furnishings, equipment and appliances shall be in usable or working condition.

12. Minimum clean-up required in order to bring about return of the deposit in full shall consist of the requirements described in the "After Event" section of the **Town Hall Rental Checklist**.

13. No smoking shall be permitted in the Town Hall. No confetti or rice shall be thrown outside the Town Hall, bird seed being recommended in lieu of rice in the case of weddings performed in the Town Hall.