

BARNARD TOWN HALL  
RENTAL APPLICATION & POLICIES

Renter's Name \_\_\_\_\_

Today's Date \_\_\_\_\_

Are you a Barnard resident or taxpayer?      YES    NO

On what date(s) will you be renting? \_\_\_\_\_

What type of event are you renting for?

- Private use (reunion, birthday, retirement, wedding, holiday, dinner)
- Celebration of life or funeral
- Community group: local club, team, organization, or nonprofit

Group Name: \_\_\_\_\_

Renter's Mailing Address: \_\_\_\_\_  
(for return of deposit check)

Renter's Telephone and Email: \_\_\_\_\_

I have read, understand, and accept all of the Barnard Town Hall rental policies described in pages 2-4 of this application packet. If cleanup and/or damage costs exceed the deposit, I understand that I will be held financially responsible. I agree to indemnify and hold the Town of Barnard, its officers, agents, and employees harmless from any loss or liability that may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the Town Hall by me, my guests, agents, or employees.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

# BARNARD TOWN HALL RENTAL APPLICATION & POLICIES

## **Section I. General Liability Information**

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The person renting the building must be a legal resident or taxpayer of the Town of Barnard. The Town will make the facilities available on a first-come, first-served basis for individuals, groups, businesses, and organizations when it is available.

All renters agree to indemnify and hold the Town of Barnard, its officers, agents, and employees harmless from any loss or liability that may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy by the renter and the renter's guests, agents, or employees.

In all cases where alcoholic beverages are present, the renter shall provide a constable or other law enforcement officer. The renter holds all related liabilities on and off the premises. The renter shall also procure and maintain comprehensive general liability insurance at its sole cost and expense with combined single limit coverage of \$500,000 per occurrence and \$500,000 in the aggregate. The Town shall be named as an additional insured. The renter shall furnish the Town with a certificate of such insurance before taking possession of the Town Hall. Renters may be able to obtain this liability coverage through an existing insurance policy. Coverage may also be available through a Tenant User Liability Insurance Policy (TULIP) provided by the Vermont League of Cities and Towns. Information on the TULIP program can be obtained at <https://www.vlct.org/resource/tulip>.

## **Section II. Facilities Overview**

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The Hall was built in 1837 and purchased by the Town in 1867. The building is on the VT Historic Register and the latest major renovations occurred in the 1990s.

The capacity of the Town Hall is 130 people in the main hall area and 40 on the balcony. The Main Hall dimensions are 40 feet and 8 inches wide (front) by 53 feet deep and the approximate square footage is 2,173. The kitchen addition is 34 feet and 8 inches wide by 16 feet deep and the approximate square footage is 560.

Rentals may include:

- 156 folding chairs for indoor use and 21 six-foot tables for indoor use.
- Up to three restrooms with toilet paper, hand soap, and paper towels.
- Full use of kitchen equipment and appliances, including but not limited to, refrigerators, sinks, dishwasher, microwave, oven, steam tables, coffee urns, dishes, silverware, utensils, cups, mugs, serving trays, etc. Renters will find a blue notebook in the kitchen with directions for use of the kitchen equipment.

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## Section III. Application Submission

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A rental application is not complete until two checks are received: one in the amount of the full rental and one in the amount of \$200.00 for a refundable damage deposit. Each check must be made payable to "Town of Barnard."

The refundable damage deposit check should bear the date of the event, and after the event there will be an inspection. The renter is responsible for all costs to repair any damage to the Town Hall property. If no damage is found your check will be returned to you.

## Section IV. Town Hall Rental Fee Schedule

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In addition to the damage deposit listed above, renters must pay the following:

### Event Type: Private Use

<b>Full Day Rentals:</b>	\$300 for day #1 and \$225 for each day thereafter.
<b>Half Day Rentals:</b>	\$150 for a half day rental (six hours or fewer).
<b>Kitchen Only Rentals:</b>	\$125 for day #1 and \$50 for each day thereafter.

### Event Type: Celebration of Life

<b>Full Day Rentals:</b>	\$125 for day #1 and \$50 for each day thereafter.
<b>Half Day Rentals:</b>	\$100 for a half day rental (six hours or fewer).

### Event Type: Community Group: local club, organization, or nonprofit

**Full Day Rentals:** \$100 for day #1 and \$25 for each day thereafter.  
**Half Day Rentals (six hours or fewer)** for minimal use, there is no charge for the first two uses in a one-month period. After the first two uses in a single month, the cost will be \$25 per week for up to three uses in that week. A group may request this half-day usage arrangement for up to three months each calendar year. **After the three months of this arrangement are finished, the cost will be \$25 per half day rental.**

## Section IV. Rules

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1. No Smoking or open flames (candles, etc.) are allowed in the building.
2. Do not attach anything to any of the light fixtures.
3. Do not use tacks, pins, glue, or tape to attach anything anywhere.
4. Adhesive putty is the only thing that may be used to attach decorations.
5. Kegs are not allowed in the building. Kegs must be kept outside.
6. All tables and chairs must remain in the building.
7. Grease and other debris are not permitted in kitchen drains.
8. Only supplied toilet paper is permitted in the toilets.
9. All events shall end no later than 12:15AM and alcohol shall not be consumed on the premises after this time.

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## **Section V. Cleaning Requirements**

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The Town Hall building and grounds should be left in the same or better condition than you found them. Cleaning supplies are provided in the kitchen utility closet and the following clean-up checklist is posted in the kitchen:

- Remove all decorations.
- Properly return the tables and chairs to their storage closets.
- Sweep floors and wipe up any spills.
- Clean all appliances.
- Wash, dry, and put away all dishes, utensils, silverware.
- Turn off the dishwasher.
- Empty refrigerator.
- Turn off the gas at the blue valve to the left of the range and at the tank outside by the town office entrance (if used).
- Close windows.
- Turn off thermostats.
- Empty all garbage, including the bathrooms.
- Remove all trash, recycling, and compost from the premises.
- Lock doors.
- Turn off lights.
- Leave the key on the counter.

The Town is not responsible for any damage (personal or property) related to the rental. The town is not responsible for any items that are lost, stolen, or forgotten.

## **Section VII. Rental Waiver**

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An applicant may make a request to the Selectboard to waive the rental fee. *The \$100 utility/cleaning fee is nonwaivable.*

## **Section VIII. Reservation Cancellation**

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If the reservation is cancelled at minimum 7 days before the reserved event date, a 50% refund will be provided via check from the Town. If the event is cancelled within 7 days of the reserved event date, there will be no refund. The \$200.00 damage deposit check will be returned in both circumstances.