



# Town of Barnard, Vermont

Chartered July 17, 1761

P.O. Box 274  
Barnard, Vermont 05031  
(802) 234-9211

## TOWN HALL RENTAL POLICY

Effective January 1, 2025

**Title, Purpose.** This policy shall be known as the Town of Barnard Town Hall Rental Policy. The purpose of this policy is to update the application process, rental procedures, town liability information, and the fee schedule for town hall rentals.

**Section I. General Liability Information.** 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 VLCT.

**Section II. Facilities Overview.** 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, and 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.

**Section III. Application Submission.** 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.** In addition to the damage deposit listed above and the rental fees listed below, all renters must pay a nonrefundable and nonwaivable \$100.00 utility/cleaning charge for the first day and \$25.00 for each additional consecutive day of the rental.

Event Type: Private Use

**Cost:** \$200 for a full day rental  
\$50 for a half day rental (six hours or fewer)  
\$25 for a full day **kitchen only** rental

Event Type: Celebration of Life

**Cost:** No additional charge for a half day rental (six hours or fewer)  
\$25 for a full day rental  
\$25 for a full day **kitchen only** rental

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

**Cost:** No additional charge for a half day rental (six hours or fewer)  
\$25 for a full day rental  
No additional charge for a full day **kitchen only** rental

**Section V. Rules.**

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.

**Section VI. Cleaning Requirements.** 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. 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.** An applicant may make a request to the Selectboard to waive the rental fee if the event is open and free to the public. *The \$100 utility/cleaning fee is nonwaivable.*


**Section VIII. Reservation Cancellation.** 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.

The foregoing policy is hereby adopted by the selectboard of the Town of Barnard, Vermont, this 16 day of October, and is effective as of this date until amended or repealed.

Selectboard Signatures:

  
Rock Webster, Chair

  
Richard Lancaster, Vice Chair

  
Robert Edmunds