

# BARNARD TOWN HALL RENTAL POLICY

## GENERAL INFORMATION

1. The person renting the building must be a legal resident or a taxpayer of the Town of Barnard.
2. Please include the following payments via checks made payable to “Town of Barnard” with your Rental Application:
  - A \$325.00 check which covers the *non-refundable* rental fee of \$250 per day and a cleaning fee of \$75.00. This check should bear the same date as this application. The \$75.00 cleaning fee will be returned to you via a check from the town if you cancel your event.
  - A \$200.00 check for a refundable damage deposit. This check should bear the date of the event. After your event, there will be an inspection. If no damage is found, your check will be returned to you.
3. The rental fee may be waived for non-profit community events, but the \$75 cleaning fee and the \$200 damage deposit is required of everyone.
4. The Town Hall Administrator will work out arrangements with you for key pickup.
5. A *blue notebook* in the kitchen gives directions for the use of the kitchen and building equipment.
6. The Town is not responsible for any damage (personal or property) related to the rental of the Town Hall.
7. 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.
8. The renter is responsible for **all costs** to repair any damage to the Town Hall property.
9. The capacity of the Town Hall is 130 people in the main hall area and 40 on the balcony.
10. 156 folding chairs and 21 six-foot tables are available.

## 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 on the back entry.
6. All tables and chairs must remain in the building.
7. Grease and other debris are not permitted in kitchen drains. Only supplied toilet tissue is permitted in toilets.
8. All events shall end no later than 12:15 AM and alcohol shall not be consumed on the premises after this time.

## CLEAN-UP

1. Even though there is a \$75 cleaning fee, 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.
  - All kitchen appliances are to be left empty and clean.
  - Dishes should be returned to their proper place (see labels inside the cabinet doors).
  - All floors are to be swept clean and any spills wiped up.
2. All tables and chairs are to be properly returned to their storage closets.
3. The renter is responsible for the removal of all decorations, garbage, etc. from the Town Hall property.
4. Turn off the gas (if used) at the **blue valve** to the left of the range AND at the tank outside by the town office entrance.
5. Turn back all (3) thermostats to 60 degrees & turn off all lights.
6. Lock all (3) exterior doors.
7. **Be sure to check** the entire building for personal belongings: the Town is NOT responsible for any items that are damaged, lost, stolen, or forgotten. Leave the key on the kitchen counter and exit through the kitchen door (make sure it locks behind you). If you forget something, contact the Administrator on the next business day.

Your cooperation is appreciated and necessary  
Please help us help keep our Town Hall beautiful for everyone – Thank you!

# BARNARD TOWN HALL RENTAL APPLICATION

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

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

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

I apply to rent the Town Hall on the following date(s): \_\_\_\_\_

I intend to use the Town Hall for: \_\_\_\_\_

I have read, understand, and accept all the Barnard Town Hall Rental policies. If cleanup and/or damage costs exceed the deposit, I understand that I will be held financially responsible.

\_\_\_\_\_  
**Signature of renter**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Date**

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## Select Board Waiver

Rental fee waived by Barnard Select Board on: \_\_\_\_\_

\_\_\_\_\_  
Select Board Chair

**Contact: Kassie Hull, Town Hall Manager**  
**Barnard Town Offices, 115 North Road, P.O. Box 274, Barnard, VT 05031**  
**802-234-9211x2 (office) ~ [selectboard@barnardvt.us](mailto:selectboard@barnardvt.us)**

Deposit Received: \$ \_\_\_\_\_ Cash or Check #: \_\_\_\_\_

Rental Fee Paid or Waived: \$ \_\_\_\_\_ Cash or Check #: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Post-event inspection by: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Returned: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Policy last updated: September 10, 2024