

**Application for Building Use
The Old Brick Church
100 Library Lane
Williston, VT 05495
Facility Rental Agreement**

This rental agreement is dated _____, 20__ by and between the Town of Williston and _____ (the renter). In consideration of the mutual covenant and conditions herein the parties agree as follows:

Renter Additional Information:

1. Organization: _____
2. Contact Name/Agent Name: _____
3. Address: _____

4. Phone#: _____ Email: _____

A. FACILITY and RENTAL PERIOD. The Town rents to Renter The Old Brick Church in Williston, Vermont for the following Rental Period(s):

Reason for Use:

- Wedding (\$250)
- Meeting (Fees below)
- Memorial Service (\$75)
- Meeting, Local Non-Profit (No Fee)
- Other _____

Space Required:

- Sanctuary \$200
- Basement Meeting Room \$50

If this is a wedding, will you need a date and time for rehearsal? Yes No (circle one)

Date & time for rehearsal: _____

You may pick up the key at the Town Hall 1 business day prior to the event.

- B. RENT and SECURITY DEPOSIT.** Renter will pay the Town a rental fee of \$_____, Renter will also pay the Town a **security deposit of \$60** (refundable upon building inspection and return of key) at the signing of this Rental Agreement. Checks made out to Town of Williston.
- C. OBLIGATIONS of RENTER.** At the end of each Rental Period, Renter will return the Facility to a neat, orderly and clean condition. Renter will be responsible for, and liable to, the Town for all repairs to the Facility required as a result of damage caused by Renter and Renter's guests. If Renter and guests cause damage to the Facility, Town may retain all or a portion of the security deposit. If the Town retains any of the rental deposit, it will give written notice to Renter specifying the amount retained and the reasons therefore. The Town's remedies for damage shall not be limited to retention of the security deposit and the Town may pursue any additional remedies authorized by law to recover its damages or losses.
- D. OCCUPANCY.** Occupancy of the Facility will be limited to 140 persons in the Sanctuary and 75 persons in the Basement.
- E. SMOKING and ALCOHOL.** Smoking is prohibited in the Facility. Possession of Alcohol is prohibited in the Facility. Renter will not serve or bring alcohol into the Facility nor permit Renter's guests to serve or bring alcohol into the Facility.
- F. INSURANCE.** Renter will procure and maintain at its sole cost and expense, comprehensive general liability insurance in which the Town of Williston is an additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate, and Renter will furnish the Town with a certificate of insurance prior to the event approval.
- G. INDEMNIFICATION and HOLD-HARMLESS.** Renter agrees to indemnify and hold the Town, its officers, agents and employees harmless from any loss or liability which may result from claims of injury to persons on property from any cause arising out of or during the use and occupancy of the Facility to Renter and Renter's guests, agents or employees.
- H. ASSIGNMENT.** This Rental Agreement is not assignable to any other person or entity.
- I. CANCELLATION.** The rental fee will not be refunded if notice is received less than five (5) days before a Rental period, unless the Facility is subsequently rented for the same date.
- J. RIGHT of ENTRY and TERMINATION.** The Town, its officers, agents and employees shall have the right to enter the Facility at all times during the event to confirm Renter's conformance to this Agreement. If the Town determines, in its sole judgment, that Renter has breached a term of this Agreement, the Town shall have the right to immediately terminate this Rental Agreement prior to the expiration of its term and prior to the conclusion of the event without any refund to Renter.
- K. CONFORMANCE WITH THE LAW.** Renter agrees that Renter will abide by and conduct its affairs in accordance with the Town of Williston Facility Use Policies and all laws, rules, regulations and ordinances, including those relating to alcohol consumption and noise. Renter shall not engage in or allow any illegal activity to occur at the Facility.

The parties have executed this Agreement at Williston, Vermont this _____ day of _____, 20____.

Town of Williston

Renter

This section for use by town personnel only

- Fees received for building use:

Date and time received: _____ Check number: _____

Amount of check: _____ Certificate of insurance: _____

Initials of person receiving check & insurance: _____

Building Inspection Following Use:

- Furniture not moved
- If Meeting Room used, chairs and tables returned to side of room and stacked
- Lectern located in center
- Organ left in the same condition
- No tacks or nails in pews, woodwork or walls
- No confetti on premises; all rice or birdseed kept outside of building
- If Meeting Room used, kitchen cleaned with no dirty dishes left
- All garbage removed from building
- All lights off
- Thermostats turned down if used
- All doors closed securely and locked; front doors bolted from inside
- All items brought into The Old Brick Church removed
- Key has been returned to Town Office

Public Works Signature/Initials and Date: _____