

## BENTON TOWN HALL RENTAL APPLICATION AND RULES OF USE

Date Submitted: \_\_\_\_\_ Date & Time of event: \_\_\_\_\_

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Detailed Description of event (to include estimated number of attendees, setup/layout and any entertainment):

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1. Rental fees are \$50 per day during seasons when heat is not required, \$75 per day during seasons when heat is required.
2. The facility is to be left in the same condition as found prior to the rental; including tables & chairs
3. A security deposit of \$25 is required in addition to the rental fee, due upon application. The security deposit will be returned after the key has been returned and the hall has been verified to be in the same condition as prior to rental. Failure to clean the hall and/or damage to the hall will be deducted from the security deposit.
4. All trash and/or materials must be removed immediately after the use of the hall, by the renter.
5. Any damage caused by the renter or persons in the renter's party will be the responsibility of the renter and the renter may be billed for damage to Town property.
6. Any damage must be reported immediately to the Town;
7. No smoking in Town Buildings.
8. No open flames or fires in or on Town Property.
9. No pets allowed; except registered service animals.
10. The refrigerator and stove belonging to the Town of Benton may be used by the renter or their party; and left in clean condition immediately after the rental.
11. All doors and windows must be closed and locked at the end of the rental.
12. Lights will be turned off prior to leaving the building and thermostat will be turned down to 55 degrees.

- 13. Any special equipment required is the responsibility of the renter.
- 14. The key to the Town Hall may be picked up from the Town Clerk before the rental and must be returned the following Monday evening, unless other arrangements are made prior to the rental.
- 15. Failure to abide by these rules will result in the renter being banned from the future use of the facility.
- 16. The Town of Benton reserves the right to cancel any reservation at any time for emergency use.

The renter hereby agrees to release and hold harmless the Town of Benton, its employees and agents from any liability or personal injury, or loss or damage to personal property, which may arise in any way by the use or occupancy of the Benton T own Hall. I certify that I have read the Town Hall Rental Application and Rules of Use and will see that my activity will abide by these rules. I understand that I am responsible for lost, stolen and/or damaged equipment at the Town Hall and the conduct of the attending group. I understand that I and my party must abide by all rules, regulations, policies and procedures as they may apply to my rental. My signature further indicates that I have read this statement and certify that all of the information herein is true.

\_\_\_\_\_ Applicant Date

OFFICE USE ONLY:

Fee: \$50 \$75 (circle one) Security deposit: \$25

Collected by: \_\_\_\_\_ ( Please Print) Date:

\_\_\_\_\_

Selectboard approval: \_\_\_\_\_ Date: \_\_\_\_\_