

**TOWN OF ORANGE**

**TOWN HALL RENTAL AGREEMENT**

The Town of Orange and \_\_\_\_\_ (renter) of \_\_\_\_\_ (address), Phone # \_\_\_\_\_ is a resident of the Town of Orange and is at least 18 years of age, agree as follows:

1. **Premises:** The Town of Orange rents to the above named person the Town Hall located on U.S. Route 302 in Orange, VT.
2. **Purpose:** The renter shall use the above described premises for the sole purpose of:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. **Date and Term:** The date of use will be \_\_\_\_\_ and the term is from \_\_\_\_\_ .m. until \_\_\_\_\_ .m.

**ALL MUSIC MUST STOP AT 12:00 (MIDNIGHT) AND THE HALL MUST BE CLEARED OUT BY 1:00AM**

4. **Rent:** The total rent under this rental agreement is as follows: A deposit of \$50.00 is due prior to obtaining the key. The cost of the hall is \$50.00 for 4 hours or less or \$100.00 for 8 hours or less.  
**Town sponsored events shall use the hall free of charge.**
5. **Alcohol Use:** Serving Alcoholic Beverages at the Town Hall is permitted. If you plan to serve alcohol, you must hire a uniformed law enforcement officer, and provide documentation to the town that this requirement has been fulfilled at least 5 days prior to the event.  
**Uniformed Officer Required: \_\_\_\_\_ YES \_\_\_\_\_ NO**

6. **Security Deposit:** Following the rental a representative of the Town will inspect the premises. If the renter and guests have thoroughly cleaned the premises and have not caused any damage to the premises, the Town will return the rental deposit to the renter by first class mail.

If the renter and guests have caused damage to the premises or left a mess to be cleaned up, the Town may retain a portion or all of the rental deposit. The Town shall give written notice to the renter specifying the amount being retained and the reasons therefore. The Town's remedies for damage shall not be limited to the retention of the security deposit and may pursue any remedies authorized by law to recover its loss.

7. **Obligations of Renter:** Renter must abide by the state public building code of NO SMOKING in the building. At the end of the rental term, the renter shall leave the premises in a neat, orderly and clean condition.
  
8. **IF YOU PUT UP DECORATIONS YOU MUST USE TACKS ONLY; NO TAPE OR STAPLES ALLOWED.** If any damage is done it must be reported to the Town Clerk to discuss any corrective action before any work is done. Renter must provide his/her own paper goods, trash bags, etc. Renter must sweep and mop the floors; remove all garbage from the premises. Upon leaving the premises, the renter shall be responsible for turning off all the lights, turn furnace to 50 degrees. **The key must be left in the mail slot at the Town Clerk's Office.** There is no parking allowed on the lawn. **Unless previous authorization has been given and a Uniformed Law Enforcement Officer has been hired, there shall be no alcoholic beverages.** The renter will be responsible for all repairs as a result of damage caused by the renter or guests.
  
9. **Non-Liability of Town:** Renter agrees to indemnify and hold the Town harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the premises by the renter, renter's guests or agents, excepting, however, claims of negligent acts and defaults of the Town in respect to physical condition of the rented premises not caused or contributed to by the renter.
  
10. **Assignment:** The rental agreement is not assignable to any other person or entity.
  
11. **Restrictions:** The following restrictions shall apply to the renters use of the premises and renter agrees that:
  - a. Occupancy be limited to 110 persons
  - b. Renter shall not charge admission to any guests or persons on the premises. However, this restriction shall not apply to non-profit organization renters.
  - c. The premises shall not be used for any so-called "bachelor or bachelorette" parties.
12. **Cancellation:** Deposits will not be refunded if less than 48hrs notice is given and will be determined on a case by case basis.

The parties have executed this agreement at the Town of Orange, Vermont this \_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

**Authorized Representative of the Town**

By: \_\_\_\_\_

**Renter**

Key returned on: \_\_\_\_\_ via: \_\_\_\_\_ Signed: \_\_\_\_\_