

PITTSFIELD TOWN HALL RENTAL POLICY

1. The person renting the building must 18 years of age or older.
2. Please include the following payments via checks made payable to "Town of Pittsfield" with your rental application:
 - a. **For Pittsfield residents/property owners**-a \$100 check which covers the rental fee of \$50 per day and a cleaning fee of \$50. **For non-residents**-a \$500 check which covers the rental fee of \$450 per day and a cleaning fee of \$50. Your check should bear the same date as this application. The fees will be returned to you via a check from the town if you cancel your event.
 - b. A \$200 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 by the Select Board for not for profit community events. The cleaning fee is required for all events, but may be negotiated for events that are regularly scheduled.
4. The Town Clerk or a Select Board member or designee will work out arrangements with you for key pickup.
5. A notebook in the kitchen gives directions for the use of the kitchen and building equipment.
6. The Town is not responsible for any damages (personal or property) related to the rental of the Town Hall
7. In all cases where alcoholic beverages are present, the renter must comply with state laws (7 V.S.A. §61) by hiring a licensed caterer with liquor liability insurance to serve alcohol. The renter holds all related liabilities on and off the premises. The renter must provide a copy of the caterer's liquor liability insurance prior to the event.
8. The renter is responsible for all costs to repair any damage to the Town Hall property, including those above and beyond the damage deposit.
9. The capacity of the Town Hall is 170 for both floors.
10. Eight foot tables and folding chairs are available.

RULES

1. NO SMOKING or open flame (candles, etc.) is 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" or Command Hooks are the only things that may be used to attach decorations.
5. Kegs are not allowed in the building.
6. All tables and chairs must remain in the building.

7. Grease and other debris not permitted in kitchen drains. Only supplied toilet tissue permitted in toilets.
8. All events shall end no later than 10:00pm and alcohol shall not be consumed on the premises after this time.

Clean-Up

1. Even though there is a \$50 cleaning fee, the Town Hall building and grounds shall be left in the same or better condition than you found them. Cleaning supplies are provided in the kitchen.
 - a. Empty all trash containers and take trash bags with you. All kitchen appliances are to be left empty and clean.
 - b. Dishes should be returned to their proper place.
 - c. All floors are to be swept clean and any spills wiped up.
2. All tables and chairs are to be properly returned to the storage closet. The Renter is responsible for the removal of all decorations, garbage, etc., from the Town Hall property.
3. Turn back the heat pump thermostat to 50 degrees in winter or in summer turn off heat pumps completely & turn off all lights
4. Lock all exterior doors.
5. **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 and heat pump remote on the kitchen counter and exit through the side front door. If you forgot something, contact the Town Office on the next business day.

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

**PITTSFIELD 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 of the Pittsfield 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: _____ Date: _____

Select Board Waiver

Rental fee waived by Pittsfield Select Board on: _____

Select Board Chair

To Be Filled in by Town:

Contact: Town Clerk or Select Board
Pittsfield Town Offices, 40 Village Green, PO Box 556, Pittsfield VT 05031
802-746-8170~ info@Pittsfieldvt.com

Deposit Received: \$ _____

Check #: _____

Rental Fee Paid or Waived: \$ _____

Cash or Check #: _____

Received by: _____

Date: _____

Post-event inspection by: _____

Date: _____

Deposit Returned: \$ _____

Date: _____

Approved this day 19th of January 2023 by the Pittsfield Select Board to take effect immediately.


Ann Kuendig


Joyce Stevens


AJ Ruben