

TOWN OF PITTSFIELD
PO BOX 556
PITTSFIELD, VERMONT 05762-0556
(802) 746-8170

**TOWN HALL
RENTAL AGREEMENT**

Any one who would like to rent the town hall for a private function must adhere to the following guidelines:

1. No alcohol allowed.
2. No stapling or taping allowed. (Pushpins are acceptable.)
3. If furniture is rearranged, it must be returned to original position.
4. Before leaving, all lights must be turned off, thermostat turned down to 55 degrees, and window shades drawn to the halfway mark.
5. Bathrooms and kitchen must be left clean.
6. All trash must be removed from the premises and properly disposed of in compliance with Vermont refuse and recycling law.
7. Certificate of Liability Insurance must be provided. You can get this through the company that carries your homeowners insurance.

The Town Hall rental fee is \$100/day for residents and \$125/day for non-residents. The fee will be required upon application. Should the application be denied, the full fee will be returned.

Date of Function: _____

Type of Function: _____

Signature of Applicant

Date

Approved by

Date

Payment received: Ck.#: _____ Date: _____