

City Hall Arts Center RENTAL CONTRACT

The attached Rental Policy & Rate Sheet apply to all events being held in the City Hall Arts Center and is considered agreed to by both the Renting Organization and its Contact Person.

This contract is between _____
(here after referred to as RENTER) and

City Hall Arts Center, as represented by LOST NATION THEATER (here after referred to as AGENT).

The Arts Center will be rented for the purpose of:

Date of Event: _____ Anticipated Attendance: _____

Set-Up Time Required: _____ Strike Time: _____

Contact Person: _____

Phone (work/home): _____

Address: _____

Email address: _____

Technical Director: _____

Phone (work/home): _____

Admission Cost: _____

Will Food be Served/Sold? _____ Beverages? _____

RENTER agrees to pay a deposit of \$____, which is due with submission of this contract. Reservation dates are not guaranteed until the rental deposit and signed contract are received by AGENT. Security deposit is due ten days before the event date.

Remaining fees are due within ten days after the last use of the Arts Center, or by the 15th of the month for on-going users. In the event of cancellation with less than 30 days written notification, deposits made shall remain with the City. Written cancellation made 30 days or more before the event date, shall be returned less a \$25 administration fee. All checks should be made payable to Lost Nation Theater.

USAGE POLICY

The City Hall Arts Center may be utilized for any lawful use that will not be injurious to the property or to individuals. The determination of lawful use shall be made by AGENT in consultation with the City Manager.

The event CONTACT PERSON shall be present during contracted use of the Hall and must be in possession of this contract whenever it is required to be produced by a member of the Montpelier Police Department, employee of the City of Montpelier, or AGENT.

AGENT may require, and applicant shall furnish, supplemental information when, in the opinion of AGENT or the City Manager, such information that is necessary to ensure adequate safeguards for the protection of the property of the City of Montpelier.

RENTER agrees to pay all costs for repairs and restoration for any damages occurring during the period of contract. Any assessment for security deposit will be outlined within cost estimates. In addition, the RENTER shall be liable to any person who shall receive actionable injury through the exercise thereof, and shall also hereby agree to hold harmless Lost Nation Theater, AGENT, and the City of Montpelier, its duly elected officials and appointed officers from any and all claims of negligence and harm associated directly or indirectly with RENTER's or patron's use of said facility.

Proof of liability insurance naming the City of Montpelier as co-insured

is required is not required

The fees for janitorial, police and fire services shall be at the rates established by the City of Montpelier Personnel Plan and Union Contracts. Where indicated, Montpelier Police and Fire Departments must be notified to make arrangements with the Building Inspector, Fire Chief, and Chief of Police (or designee) for these services. Payment is made directly to the respective departments.

Police/Fire Services is required is not required **for this event.**

Estimate of total usage cost: _____

(See attached Arts Center Rate Sheet for details of estimated cost.)

RENTER has read and agrees to all provisions as set forth in the Rental Policy Statement and Rate Sheet accompanying this contract.

This contract does not prevent The City Council, City Clerk, or City Manager from canceling this contract to schedule elections, municipal meetings, or other official City business if emergency circumstances dictate. AGENT will notify the RENTER as quickly as possible if such emergency circumstances arise.

RENTER's CONTACT PERSON Signature: _____

Print Contact Person's Name & Title _____ Date _____

AGENT _____ Title _____ Date _____ Lost Nation Theater's Designee

**Return this form with deposit to:
Lost Nation Theater, 39 Main Street, City Hall, Montpelier, VT 05602**