

TOWN HALL RENTAL AGREEMENT

1. The Town Hall Activities Council reserves the right to deny the use of the Town Hall to any person or group. A denial may be appealed to the Hardwick Board of Selectmen. **All users of the Town Hall must leave the building in the same or better condition for the next user.** Janitorial supplies will be found in the kitchen. **All trash must be removed by the user.** Heat must be turned all the way down before leaving.
2. There will be a \$150 refundable deposit required when the key is obtained for the building. This deposit will cover the cost of the key and/or any janitorial services required after the event. **The individual or organization renting the building will assume responsibility for any damage suffered the building during the rental.**
3. **No alcoholic beverages will be served or consumed on the premises without first obtaining the required permits and liability insurance coverage as required by the Town.**

Date of agreement: _____

Organization/person renting: _____

Address: _____

Phone: _____

Date/Time of Scheduled Event: _____

Rate: ___ Education ___ General, Resident ___ General, Non-resident ___ Commercial

Total Rent Due: _____

Date deposit has been received: _____ and returned _____

Additional Information: _____

I hereby understand and consent to the conditions of the agreement contained herein.

Signature: _____

Date: _____ Approved: _____

TOWN HALL RENTAL RATES

The Hardwick Town Hall at 32 Common Street has three town organizations as permanent occupants: the Hardwick Fair Board, the Hardwick Historical Society, and the Hardwick Artists' Guild. These organizations may have meetings and events in the Town Hall at no charge. Ten percent of any profit from fund-raising events sponsored by these organizations shall be paid to the Town Hall Activities Council. **Exception: funds generated by the Hardwick Fair.**

Town non-profit groups may schedule non-profit events in the second floor meeting room for no fee. **Donations are encouraged to help defray maintenance costs.**

The THAC welcomes the use of the Town Hall (capacity, 175 people) by other groups, organizations and individuals. The Board, however, reserves the right to deny the hall's use for purposes deemed not in keeping with the best interests of the town or the resident organizations. This decision may be appealed to the selectmen. **There is NO SMOKING allowed in the building.**

Educational Rates:

Use of the Town Hall for educational purpose shall be \$8.00 for the first hour and \$6.00 for each additional hour. Members of permanent occupant groups of the Town Hall will pay a straight fee of \$5.00 per hour.

General Use Rates:

Use of the Town Hall for parties, receptions and other non-commercial activities shall be \$75 per event per day for residents of Hardwick and \$150 for non-residents.

Commercial Rates:

Use of the Town Hall for commercial purposes such as sales, auctions, etc., shall be \$200 per event per day.

A calendar of Town Hall events will be maintained by the Administrative Assistant at the Municipal Office Building. The person signing the Rental Agreement will be responsible for securing the building while in possession of the key.

There will be a \$150 refundable deposit required when the key is obtained for the building. This deposit will cover the cost of the key and/or any janitorial services required after the event. All users of the Town Hall must leave the building in the same or better condition for the next user. Janitorial supplies will be found in the kitchen. **All trash must be removed by the user.** Heat must be turned all the way down before leaving. *Note: There is not a telephone in the Town Hall.*

For more information contact the Administrative Assistant at (413) 477-6197.