

TOWN OF NORWICH  
P.O. Box 376  
Norwich, Vermont 05055-0376  
(802) 649-1419 Ext. 101  
Email: manager-assistant@norwich.vt.us

RENTAL OF TRACY HALL AND BANDSTAND (POLICY)

1. Rental Agreements. For any use of Tracy Hall or the Bandstand, a rental agreement must be filled out and the Town Manager’s office must approve all uses. Renters must provide a Certificate of Insurance upon request (see paragraph 7).

2. Rates.

	<u>Size</u>	<u>Up to 3 Hours</u>	<u>Each add'l hour</u>	<u>Max Daily Charge</u>
Gym	44 x 69'	\$ 125.00	\$50.00	\$ 325.00
Multipurpose Room	28 x 42'	125.00	50.00	325.00
Bandstand (hexagonal)	26'	125.00	50.00	325.00

(a). Non-profit multi-day rentals (where non-profit organization rents for more than one day): \$100/day for active days; \$75.00/day for set-up and clean-up days.

(b). Recurring/Ongoing Programs in Gym: \$250 per month for up to two uses per week; \$375 per month for up to four uses per week.

3. Floor covering fee: For any use of the gym, other than athletic events or approved exceptions (i.e., dances), the floor must be covered. There is a charge of \$150.00 for placing, cleaning and removing the floor covering.

4. Scheduling. The Town Manager’s office (email and phone number above) records and arranges all scheduled uses of Tracy Hall and the Bandstand. Town events such as Town Meetings and elections take precedence over other rentals. Long-term serial reservations (e.g. every Monday evening) must be reconfirmed each year to avoid conflicts.

Note: Once a rental agreement is signed, the renter will not be preempted or “bumped” from the agreed date(s) except in the event of a public emergency, building system failure, annual Town Meeting, Special Town Meeting or Elections.

5. Deposit. A deposit of \$100.00 will be collected when a renter reserves (signs rental agreement). When a key is provided, the key must be returned to the Town Manager’s Assistant by 10:00 a.m. on the next business day following the event.

6. Duplicate keys. Making duplicate keys is strictly forbidden. Anyone found in possession of an unauthorized duplicate key will be prohibited from future use of the Hall and may also be liable for the cost of replacing locks and making new keys.

Note: The Town Manager will retain a list of known key holders. A key holder may be required to turn in a key at any time.

7. Trash. Two 30-gallon containers for trash and one 30-gallon container for recycling are included in the rental of the gym. Two 30-gallon containers for trash and one 30-gallon container for recycling are included in the rental of the multipurpose room, as well. Additional quantities of trash or recycling will be removed by Town personnel for a charge of \$20.00 per bag. Any costs incurred by the Town for removing excess trash or recycling will be taken from the deposit. The balance will be refunded to the renter.

There are no trash or recycling containers provided at the bandstand. Renters are expected to remove any trash and recycling. Failure to do so will result in forfeiture of the entire deposit.

8. Insurance. All renters including all athletic events (unless sponsored by the Norwich Recreation Department) must provide a Certificate of Insurance for \$1,000,000 general liability coverage.

9. Police supervision. The Town Manager in consultation with the Police Chief may require that Police be on duty at the Hall during an event. In this case, the cost for Police detail will be paid by the renter. The Town Manager's office will discuss with the Police Chief any scheduled use that anticipates more than 50 persons.

10. Prohibitions. Cooking is not permitted in the Hall. No alcoholic beverages are allowed in Tracy Hall or on the bandstand except by written waiver from the Selectboard as provided for in the Alcohol Ordinance adopted by the Selectboard October 26, 2011. Smoking is prohibited in Tracy Hall and within 30 feet of all exterior doors and on the Green. No material may be glued, taped, pinned or nailed to any wall or ceiling. Candles and open flames are not permitted in Tracy Hall or on the bandstand.

11. Liability for damage. Upon investigation, renters may be held liable for damage to the building and/or furnishings, based on a preponderance of evidence substantiating the cause of damage.

12. Securing building (rented area). Renters are expected to turn off lights, secure doors where applicable and report any damage to the Town Manager's office as soon as possible.

13. Emergency numbers. When a minor need involving the building or any building system arises outside of maintenance personnel normal work hours, please contact the maintenance personnel through the Norwich Police Department at 649-1460. For all emergencies, please call 911.

14. Capacity and Fire Exits. The maximum capacity for the gym is 350 persons. The maximum capacity for the multipurpose room is 75 persons. The maximum capacity for the bandstand is 65 persons. Fire/emergency exits shall not be locked or blocked during events.

15. Snow/ice conditions. Renters are expected to clear walkways/stairs to the Hall (provided the event is outside of normal maintenance personnel work hours, Monday through Friday 8:30 am – 3:00 pm) at or before the time of an event – to the degree which provides safe entrance/exit from Tracy Hall.

Note: Shovel and salt are provided at or near the Main Street building entrance.

16. Parking. Renters conducting events of a larger scale are expected to require vendors, truck or van operators to seek "off site" parking. In order to assist our business community with the limited available public parking, we ask that vendors use the Huntley Meadow parking lots as the recommended "off site" parking area.

Note: A map to Huntley will be provided upon request.

TOWN OF NORWICH

RENTAL AGREEMENT FOR TRACY HALL AND BANDSTAND, NORWICH, VT

Name of Renter: \_\_\_\_\_

Address: \_\_\_\_\_

Contact, name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Space required: \_\_\_ Gym \_\_\_ Multi-purpose Room \_\_\_ Bandstand

Rental period: Start \_\_\_\_\_ Finish \_\_\_\_\_

Date(s) and time(s): \_\_\_\_\_

\_\_\_\_\_ (to include set up and clean up)

Total rental: Hours \_\_\_\_\_ Days \_\_\_\_\_

Floor Covering required (\$150.00 charge): \_\_\_ yes \_\_\_ no

Total Fees: \$\_\_\_\_\_ (including floor covering and hourly/daily rental)

date paid: \_\_\_/\_\_\_/\_\_\_ to whom: \_\_\_\_\_

Deposit: \$100.00 \_\_\_\_\_ date paid: \_\_\_/\_\_\_/\_\_\_ Waived by \_\_\_\_\_

Key: # \_\_\_\_\_ date picked up: \_\_\_/\_\_\_/\_\_\_ By Whom: \_\_\_\_\_ Returned: \_\_\_/\_\_\_/\_\_\_

Certificate of insurance: date received \_\_\_/\_\_\_/\_\_\_ by whom: \_\_\_\_\_

Conditions:

1. All arrangements must be made through the contact person named above.
2. Someone 21 years or older must be present at all times during the rental.
3. The general conditions for rental of Tracy Hall and the Bandstand are attached. Your attention is directed to the restrictions on food preparation, consumption of alcohol and smoking.
4. A deposit to cover the rental, key deposit and any set up charge must be paid before the event. Checks should be made out to "Town of Norwich".
5. At least seven days notice is required if you wish to have tables, chairs, or the floor covering provided.
6. All renters apart from Town organizations and nonprofit groups must provide a certificate of insurance at a minimum coverage of \$1,000,000. (Get this from your insurance agent.)
7. All damage must be reported to the Town Manager's Office. Renters will be responsible for damage resulting from their use of the premises.
8. The Hall must be vacated by the time listed above.
9. In case of emergency for minor problems concerning the building, contact maintenance through the Norwich Police Department at 649-1460. For all emergencies call 911. There is an emergency only telephone in the lower level of Tracy Hall that automatically dials a public safety dispatch center (Hartford, VT).
10. At least **seven days** notice is required for rental cancellations or payment is expected and deposits will be forfeited.

Signed:

Town Manager / Asst. Town Manager / Admin. Asst. \_\_\_\_\_ Date \_\_\_\_\_

Renter \_\_\_\_\_ Date \_\_\_\_\_