

THE GREAT HALL

EVENT RENTAL AGREEMENT

100 River Street · Springfield, Vermont 05156

This Great Hall Event Rental Agreement (the “Agreement”) is entered into as of the date signed below between **100 River Street Venture, LLC**, a Vermont limited liability company (“Owner”), and the renter identified below (“Renter”). Owner and Renter are each a “Party” and together the “Parties.”

1. RENTER AND EVENT DETAILS

Renter (legal name):	
Contact / title:	
Address:	
Phone / email:	
Tier (check one):	
Event name & type:	
Event date:	
Rental window (incl. setup & cleanup):	
Expected attendance:	
Alcohol served? (Y / N):	

Tier: “Non-Profit” applies to organizations holding IRS 501(c)(3) status, and to municipal, school, and church organizations, on proof of status. All other renters are “For-Profit.”

2. PREMISES

Owner grants Renter the non-exclusive right to use the Great Hall — an approximately 6,592 square-foot open event space at 100 River Street, Springfield, Vermont — together with the adjoining restrooms and the designated entrance and load-in route (the “Premises”), solely during the rental window stated above and solely for the event described above. No other part of the building or campus is included. This Agreement is a license to use the Premises for a limited time. It does not create a lease, tenancy, or any interest in real property.

3. RATES

	NON-PROFIT	FOR-PROFIT
SPACE RENTAL		
3-hour block (minimum booking)	\$250	\$500
Each additional hour	\$75	\$150
Full day — up to 8 hours	\$600	\$1,200
CLEANING & DEPOSIT		
Cleaning fee — non-refundable	\$250	\$250
Security deposit — refundable	\$500	\$500

	NON-PROFIT	FOR-PROFIT
EQUIPMENT & SERVICES		
Tables & chairs (to 20 tables / 150 chairs)	\$75	\$150
IT / AV package	\$125	\$250
Guest Wi-Fi	Included	Included

The rental window includes setup and cleanup. Time used beyond the booked window is billed at the additional-hour rate for each hour or part of an hour.

4. CHARGES FOR THIS EVENT

ITEM	QTY / HRS	AMOUNT
Space rental — 3-hour block		\$
Additional hours		\$
Tables & chairs		\$
IT / AV package		\$
Other (describe):		\$
SUBTOTAL — rental charges		\$
Cleaning fee (non-refundable)		\$250.00
Security deposit (refundable)		\$500.00
TOTAL DUE		\$
Less deposit paid to hold the date (50% of space rental)		(\$)
BALANCE DUE 7 DAYS BEFORE EVENT		\$

5. PAYMENT

- **50%** of the space rental is due at signing to hold the date. The date is not held until that payment is received.
- **The balance**, the cleaning fee, and the security deposit are due 7 days before the event.
- Payment by check, ACH, or card. Card payments are subject to a 3% processing fee.
- Charges for time or services used beyond this Agreement are invoiced after the event and due on receipt.

6. CLEANING FEE AND SECURITY DEPOSIT

These are two separate charges and they work differently.

- **The cleaning fee** of \$250 is not refundable. It covers Owner's routine turn of the Premises after a normal event — vacuuming and mopping, restroom service, and removal of bagged trash Renter has collected. It does not relieve Renter of the obligations in Section 9.
- **The security deposit** of \$500 is refundable. Owner returns it in full within 10 business days after the event if Renter leaves the Premises in the condition required by Section 9 and causes no damage.

Owner will charge against the security deposit, at actual cost, for (a) damage to the Premises, the building, or Owner's property, and (b) any cleaning required beyond a broom-swept condition and typical post-event cleanup — for example spills or staining, adhesive or tape residue, food or beverage left behind, decorations not removed, waste Owner must haul,

or restrooms left in unusual condition. Owner will return the unused balance with a written itemization. If those costs exceed \$500, Renter pays the difference within 15 days of invoice.

7. CANCELLATION AND RESCHEDULING

- **More than 30 days before the event:** full refund of amounts paid, less a \$100 administrative fee.
- **15–30 days before the event:** Owner retains 50% of the space rental.
- **14 days or less before the event:** the space rental is non-refundable.
- The cleaning fee and the security deposit are returned in full on any cancellation.
- One reschedule to a mutually available date within 12 months is permitted at no charge if requested more than 15 days before the event.
- If Owner cancels for any reason other than Renter's breach, Renter receives a full refund of all amounts paid. That refund is Renter's sole remedy.

8. INSURANCE

At least 7 days before the event, Renter shall deliver to Owner a certificate of general liability insurance of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, naming 100 River Street Venture, LLC as an additional insured for the event date. If alcohol is served, the policy must include host liquor liability. Owner may cancel the event without refund if the certificate is not delivered on time.

9. CONDITION OF THE PREMISES

At the end of the rental window Renter shall:

- Remove all trash, food, decorations, equipment, and personal property.
- Return tables and chairs to their delivered stacking location.
- Sweep the floor and leave the Premises in a broom-swept condition.
- Leave restrooms and the load-in route clear and undamaged.

Anything left behind more than 24 hours after the event may be removed and disposed of at Renter's cost.

10. HOUSE RULES

- Occupancy may not exceed the posted maximum set by the Vermont Division of Fire Safety. Exits, aisles, and fire equipment must remain clear at all times.
- No smoking or vaping anywhere in the building.
- No open flame, pyrotechnics, fog machines, or cooking equipment without Owner's prior written approval.
- No confetti, glitter, rice, birdseed, or similar materials.
- Nothing may be nailed, screwed, taped, or adhered to walls, floors, ceilings, windows, or historic fabric. Use only free-standing displays or the fixtures Owner provides.
- Amplified sound must end by 10:00 p.m. unless Owner approves otherwise in writing.
- Renter shall provide adequate adult supervision and, where the event is open to the public or attendance exceeds 150, security staffing acceptable to Owner.
- Owner and its representatives may enter the Premises at any time.

11. ALCOHOL

Alcohol may be served only with Owner's prior written approval, a valid permit from the Vermont Division of Liquor and Lottery, and a licensed and insured bartender or caterer. Self-service alcohol is prohibited. Renter is responsible for compliance with all Vermont liquor laws, including age verification and service refusal.

12. EQUIPMENT AND SERVICES

Tables, chairs, and the IT/AV package are provided as ordered on the charges worksheet. Owner delivers tables and chairs to the Premises; setup and breakdown are Renter's responsibility. The IT/AV package includes a PA system with two microphones, a projector and screen, dedicated event Wi-Fi, and on-site setup before doors. Renter is responsible for the cost of repair or replacement of any Owner equipment damaged or lost during the rental. Owner is not responsible for equipment or property Renter brings to the Premises.

13. DAMAGE AND INDEMNIFICATION

Renter is responsible for all damage to the Premises, the building, and Owner's property caused by Renter, its guests, vendors, employees, or contractors. Renter shall indemnify, defend, and hold harmless Owner, its members, managers, employees, and agents from any claim, loss, liability, damage, or expense (including reasonable attorneys' fees) arising out of the event or Renter's use of the Premises, except to the extent caused by Owner's gross negligence or willful misconduct. Owner is not liable for any indirect or consequential damages, and Owner's total liability under this Agreement will not exceed the amounts Renter paid to Owner.

14. COMPLIANCE, ASSIGNMENT, AND FORCE MAJEURE

- Renter shall comply with all applicable federal, state, and local laws, codes, permits, and ordinances, and shall obtain any permit its event requires.
- Renter may not assign this Agreement or sublicense the Premises.
- Neither Party is liable for failure to perform due to fire, flood, storm, utility failure, government order, public-health restriction, or other cause beyond its reasonable control. If such an event prevents the rental, Owner will refund amounts paid or reschedule, at Renter's election.

15. GENERAL

This Agreement is the entire agreement between the Parties about the Premises and this event and supersedes all prior discussions. It may be amended only in a writing signed by both Parties. It is governed by the laws of the State of Vermont, and venue for any dispute lies in Windsor County, Vermont. If any provision is held unenforceable, the rest remains in effect. This Agreement may be signed in counterparts and by electronic signature, each of which is an original.

The Parties agree to the terms above.

OWNER

100 River Street Venture, LLC

Authorized signature

Print name & title

Date

RENTER

Authorized signature

Print name & title

Date