

THE GREAT HALL

EVENT RENTAL RATES

100 River Street • Springfield, Vermont 05156
Effective August 18, 2026

A 6,592 square-foot open event space in Springfield's historic riverfront mill campus. Suitable for community gatherings, markets, exhibitions, receptions, fundraisers, and private events.

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

TERMS

- **Cleaning fee** is \$250 and is not refundable. It covers the routine turn of the Hall after a normal event.
- **Security deposit** is \$500 and is refundable. It is returned in full within 10 business days if the Hall is left broom-swept, trash removed, and undamaged. Damage, and any cleaning beyond a broom-swept and typical cleanup, is charged against it at actual cost.
- **Non-profit rate** requires proof of 501(c)(3) status, or municipal, school, or church affiliation.
- **IT / AV package includes** PA system with two microphones, projector and screen, dedicated event Wi-Fi, and on-site setup before doors.
- **Tables & chairs** are delivered to the Hall. Setup and breakdown are the renter's responsibility.
- **Insurance** — a certificate of insurance (\$1,000,000 per occurrence / \$2,000,000 aggregate) naming 100 River Street Venture, LLC as additional insured is due 7 days before the event.
- **Alcohol** requires a Vermont liquor permit and a licensed, insured bartender. No self-service alcohol.
- **Payment** — 50% of the space rental holds the date. The balance, the cleaning fee, and the security deposit are due 7 days before the event.
- **Cancellation** — more than 30 days out: full refund less a \$100 administrative fee. 15–30 days: 50% of space rental retained. 14 days or less: space rental non-refundable. The cleaning fee and security deposit are returned on any cancellation.

TO BOOK

(802) 885-1527 • springfieldonthemove@gmail.com • 100riverstreet.com

All rentals are subject to a signed Great Hall Event Rental Agreement. Rates subject to change; the rate in a signed agreement governs. • 100 River Street Venture, LLC, managed by Cedarwood Asset Management.