

COVENTRY COMMUNITY CENTER RENTAL AGREEMENT

Contact Person: _____

Group Name: _____

E-mail: _____

Home Address: _____

Phone (home): _____ (work): _____ (cell): _____

Date/s facility needed: _____ Time: _____

Purpose: _____

Will alcohol be consumed? _____

Alcohol – If alcohol is to be consumed, the lessee will be required to hire a Security Officer or a certified Police Officer to be present for the duration of the event. Proof of the hire in the form of an original, dated, and signed contract must be provided when payment is made in order to complete this contract.

Expected number of people: _____ (not to exceed maximum building capacity of 120 people)

By signing you are agreeing to the following:

- Adherence to all of the rules and regulations of the Town of Coventry Building Use Policy as well as all State and Federal regulations.
- Payment will be made prior to event date; deposit fee will be made when keys are presented.
- You will ensure there is a legal adult on the premises at all times.
- By signing you are taking responsibility for the facility use during the times indicated including all associated damages.

Signed _____

Date _____

_____ Initial here to acknowledge that you have received, read and understood all of the rules and regulations outlined in the *Community Center Building Use Policy* from the Town of Coventry.

Fees for Town of Coventry Residents and Businesses

For single use: \$15.00 per hour with a maximum cost of \$60.00

For weekly use: \$20.00 per use for up to 3 hours and \$15.00 per hour thereafter.

Non-Resident Fees

For single day use: \$250.00

Kitchen Use: \$15.00

Security Deposit: \$100.00 deposit is required for both residents and non-residents.

Deposit will only be refunded if facility is left in condition it was presented as outlined in the *Building Use Policy*.

Please contact the Facility Coordinator to submit application for approval.

For office use only:

Approved by: _____

Date _____

Deposit received: \$ _____ Ck# _____ Cash: _____ Deposit Returned: _____ Date returned: _____

Rental Fee Received in the amount of: \$ _____ CK#: _____ Cash: _____

For questions please call the Town Administrator

Amanda Carlson

(802) 754 2266 / (802) 673 0127 or selectboardclerk@coventryvt.org

Or a member of the Select Board:

Michael Marcotte: 334-6302 Bradley Maxwell: 522-5582

Scott Morley: 754-9639