



# GUILD HALL FACILITY RENTAL AGREEMENT

**BETWEEN**

“Manager” of the Guild Hall Building  
(Town of Shelburne)

**AND**

“Renter” of the Guild Hall Building

Renter: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time Frame for Event: \_\_\_\_\_

Dates of Long-Term / Seasonal Rentals: \_\_\_\_\_ to \_\_\_\_\_

Event: (select one)

**Music Concert**

**Recreation Activity**

**Festival**

Other (specify) \_\_\_\_\_

**Non-Profit \$0**

**Private Function/Paid Event/Commercial \$75 (Plus refundable deposit \$100)**

Name of Event: \_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_

The Town of Shelburne makes available the following items for use with rental when availability allows. Please note that some items require a fee.

**Items available for the following fee:**

Tents - 1 available (\$200.00)

Sound System – Microphone and Speaker (\$50.00)

Bleachers (\$150.00)

Risers (\$150.00)

**Items available to the public with rental:**

100 black banquet chairs

POWER / WATER

4 rectangular tables / 10 60” round tables

**AGREEMENT**  
**(To be completed and signed by Renter)**

It is agreed that \_\_\_\_\_ will have the use of the Guild Hall Building and grounds on \_\_\_\_\_ for the purpose of \_\_\_\_\_.

**To this end the Manager agrees to:**

- The Town of Shelburne reserves the right to refuse to rent any Town of Shelburne owned or operated facility or property for any reason.
- The Town of Shelburne is not responsible for any damages sustained by the Renters/Users as the result of cancellation.
- The Town of Shelburne is not responsible for items and/or equipment left on the premises before or after a function.
- Provide the use of the washrooms on the grounds of the Guild Hall to those attending the event.
- Provide water access to those attending the event.
- Provide the use of the chairs, tables and other items as requested available through this rental
- Provide the use of the Guild Hall Facility and green space (see attached Floor Plan).

**To this end the Renter agrees to:**

- Set up for their event, including the setting up of chairs, sound equipment, decorations.
- Clean up after the event, including stacking and replacement of chairs, picking up of any waste generated by the event, cleaning of any food and beverage items associated with the event; leaving the Guild Hall building and grounds in the condition it was rented and on the same day of the event.
- Provide a damage deposit which will be returned if the premises is clean and in good order after the event. Any additional cleaning required will be deducted from the deposit. The deposit amount is \$100.
- Obtain and comply with any required permits, licenses, insurance for their event.
- It is agreed that the Renter will be responsible for the return of any keys entrusted to them for the event. The keys will be locked inside of the Guild Hall and collected the next day by the building manager. The building manager will also inspect the property after the event.
- It is agreed that the Renter is responsible for any damage to the building and grounds of the Guild Hall above and beyond the damage deposit provided.
- It is agreed and acknowledged that the Renter and participants are prohibited from smoking within buildings belonging to the Town of Shelburne and must adhere to the Non-Smoking By-Law of the Town of Shelburne.
- It is agree that this Facility Rental Agreement constitutes the entire agreement between the Town of Shelburne and the Renter/User. There is no condition, precedent or warranty of any nature, and no warranty covenant collateral to the agreement. The Agreement cannot be modified or amended except by written instrument signed by both the Town of Shelburne and the Renter/Users.

**Indemnification**

All users shall by signing this “use of space agreement” hold harmless the Town of Shelburne, its officers and employees, from and against all liabilities, claims, expenses, demands, loss, costs, damages, actions, suits or other proceedings, by whomsoever made them, directly or indirectly arising out of the event attributable to bodily injury, sickness, disease or death or damage to or destruction of tangible property caused by any acts or omissions of the Renter, it’s officers, agents, customers, invitees or licenses, or occurring in or on the premises or any part thereof and, as a result of activities under this proposal.

**Bookings should be reserved at least 2 weeks in advance.**

**Fees:**

It is agreed that a rental fee of \_\_\_\_\_ by the Renter for the reservation and use of the facility will be provided to the Town of Shelburne.

\_\_\_\_\_

**Renter**

\_\_\_\_\_

**Date**

\_\_\_\_\_

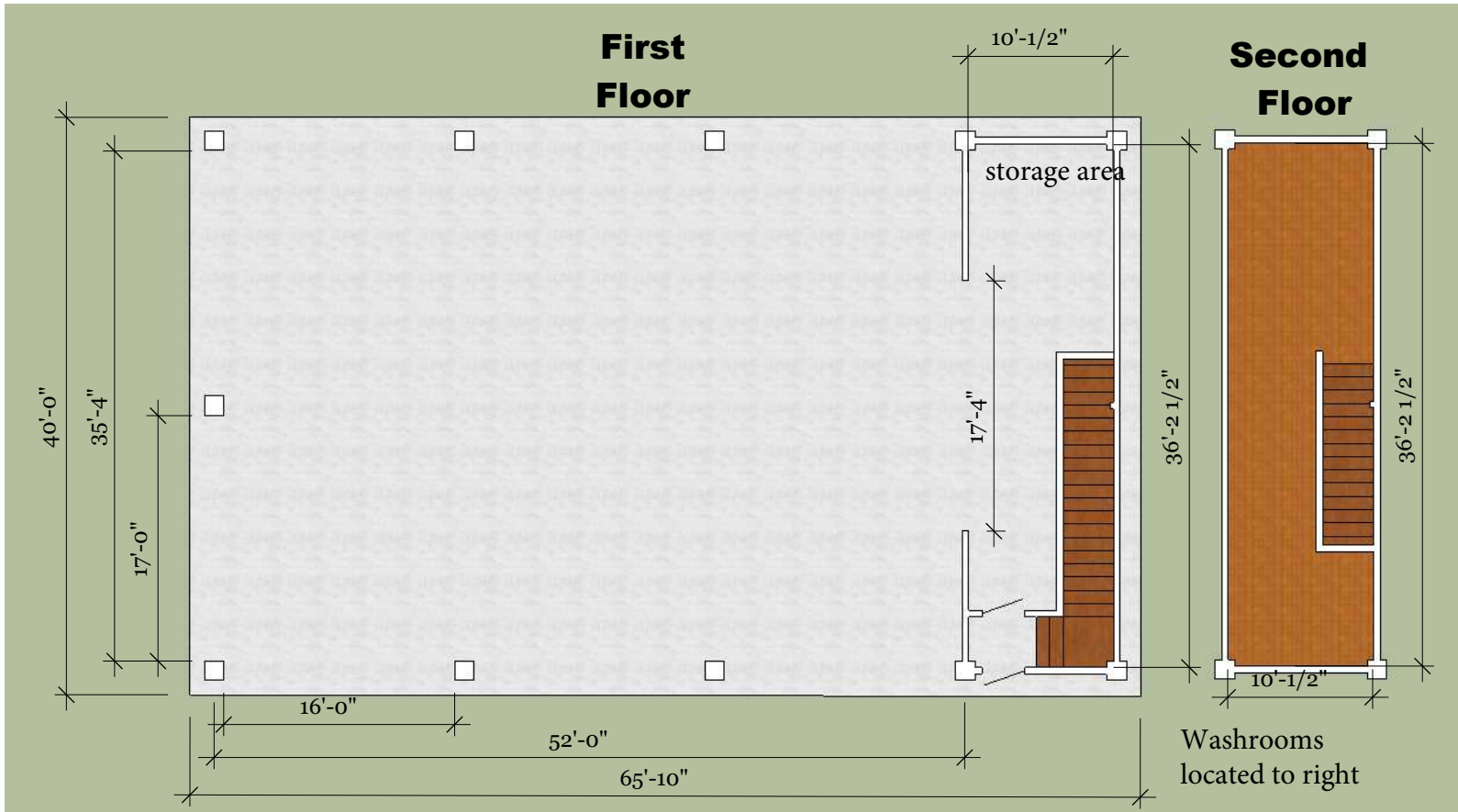
**Town of Shelburne**

\_\_\_\_\_

**Date**

## Schedule of Rental Fees

<b>Rental Type</b>	<b>Fee</b>
Non-Profit Organization	<b>\$0</b>
Commercial or Business Organization	<b>\$75</b>
Community Event or Fundraiser	<b>\$0</b>
Art Display or Free Public Performance	<b>\$0</b>
Free Public Class/Workshop/Group Activity	<b>\$0</b>
Commercial Class/Workshop/Group Activity <i>(up to 6 sessions)</i>	<b>\$75</b>
Paid/Ticketed Musical or Arts Performance <i>*refer to Noise By-Law and be respectful of the residents in the area in regards to volume</i>	<b>\$75</b>
Private Function (birthdays, family picnics, etc.)	<b>\$75</b>



**Clearance: 11' 6" from top of slab to ceiling**

Tent can be set up on the green space in front of the Guild Hall if requested.

← **Maiden Lane**

**Ann Street** →