





## **FACILITY RENTAL FEES, RULES & REGULATIONS**

Danville Town Hall  
36 US Route 2 West, P. O. Box 183  
Danville, VT 05828  
(802) 684-3426 phone (Selectboard office)  
(802) 684-9606 fax ♦ email: [adeprospero@danvillevermont.org](mailto:adeprospero@danvillevermont.org)

### **RENTAL FEES**

#### **♦ Auditorium**

Danville Residents \$100.00

Non-Residents \$200.00

\$100.00 Security Deposit

#### **♦ Meeting Room w/Kitchen**

Danville Residents \$50.00

Non-Residents \$75.00

\$100.00 Security Deposit

#### **♦ \$20.00 per day Heating Fee (applicable October 1 – April 30)**

#### **♦ Local Non-Profit Organizations:**

No Charge, however Security Deposit will be required along with Heating Fee, if during applicable Months (October 1 – April 30).

### **RULES & REGULATIONS:**

- Danville Residents may rent the facility at the residential rate for their own personal event. They must be hosting and present during the entire event.
- All events must be supervised by an adult over the age of 18.
- Alcohol use is prohibited.
- All groups are required to provide a check for the Rental Fee and a separate \$100.00 Security Deposit check to secure the reservation. The Security Deposit will be returned after inspection of the facility. The checks are made payable to the Town of Danville.
- The key code for the front door may be picked up at the Danville Town Hall from the Town Clerk 24 hours before the event.
- Renter is responsible for leaving the space as found. Any expenses incurred by the Town of Danville to return space to its original condition, including cleaning and repair of damages will be deducted from renter's Security Deposit.
- The rubbish removal is the responsibility of the user, it is to be bagged and removed from the building. A Disposal Fee of \$10.00 per bag will be deducted from Security Deposit for any remaining rubbish.
- All floors including foyer must be free of debris, swept, vacuumed and/or mopped if necessary, after use. Mop, bucket and cleaning supplies will be provided.

- Absolutely NO SMOKING inside or around the building. Danville Town Hall is a smoke free facility.
- Nothing is to be nailed, tacked, stapled, taped or otherwise attached to the walls, ceiling, lights, sprinklers or any surfaces in the building as to leave a mark.
- Candles, lighters, sparklers, or any item with open flame is NOT allowed.
- The maximum capacity for the building is 113 people in the Auditorium, and 52 in the Meeting Room.
- Please be courteous to the neighbors by keeping the noise level to a minimum. All events must conclude by 11:00 P.M.
- Tables and chairs are not to be removed from the building.
- Upon leaving please do a walk through to ensure all windows and doors are closed/locked; the thermostat is turned down to the settings marked; and the oven and all lights are turned off.
- The Renter shall inform their caterer/guests of the rules and regulations stated above.
- Upon inspection of the building following the rental, the Town Treasurer will return the Security Deposit to the Renter. Weekend rentals will be inspected on Monday morning and the Security Deposit will be returned within 48 hours.

In the event of an emergency, contact Ken Linsley at (802) 535-5094  
or Wendy Somers at (802) 684-1093.

Failure to comply with these rules and regulations can result in additional costs for  
clean-up and jeopardize future usage of the facility.

I have read the Town Hall Building Use Policy and I agree to ensure that my organization or group and everyone present will abide by these rules. I understand that the Town of Danville will accept no liability for acts of the person, organization or group using the Town Hall facilities and I hereby guarantee payment for any damage caused to the building or furnishings during the use of the facility. I will be present at the event and will insure that the hall is cleaned, all rubbish and materials removed, tables and chairs returned to storage, and the hall is returned to its original appearance. No activity shall last later than 11:00 PM. Use of the facilities may be refused or revoked at any time for failure to abide by the rules and procedures as described herein.

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Renter's Name Printed \_\_\_\_\_