

Tinmouth Community Center

Tinmouth, Vermont

Rental Requirements, Rates and Contract for Use

The Tinmouth Community Center is a Tinmouth community resource. Use of the facility is intended to engage, build and strengthen the greater Tinmouth community for historical, educational, cultural, social, intellectual and recreational enrichment. It is available only to Tinmouth residents or taxpayers, who must sign the rental agreement and make all arrangements with the community center building manager. Renters must be on site during the rental event and arrange for pick up and return of the key.

Rental charges for building use are as follows:

No charge for use of the hall (donations appreciated):

- Town functions
- School functions
- Activities open to the community at no charge (sports, classes, etc.)
- Activities /fundraisers presented by a Tinmouth non-profit or community group, or a multi-town community group directly benefitting Tinmouth (Home Schoolers or 4-H would be examples) provided it is hosted by a Tinmouth resident or taxpayer

Private Parties : Available for Tinmouth residents/taxpayers only

\$100 refundable deposit required. Refund is at the sole discretion of the building manager based on a post event walk through. Violation of the rules of building use is also reason to withhold the deposit. After your event you will receive a phone call from the Building Manager if there is a problem. If there is no problem, your security check will be ripped up or returned to you if you provide a self addressed, stamped envelope.

Minimum charge for groups of 25 or **fewer** ~ \$35

Minimum charge for groups of 26-50 ~ \$60

Minimum charge for groups of 51-75 ~ \$85

Minimum charge for groups 76-100 ~\$110

Minimum charge for groups of 100 or more ~ \$200

Fundraiser for an individual in need not from Tinmouth ~ 10% or \$100 whichever is less. Larger donations are gratefully accepted and appreciated.

Events charging admission or requesting donations at the door which do not meet **any** category above: fee is 10% of the take at the door; if take is less than \$100, percentage is waived.

For an on-going paid event, (e.g. aerobics/yoga class) which charges money but never grosses more than \$100 per session, a monthly fee of \$10 will be charged. The fee is payable prior to the first use and is payable on or before the first of each month for continuing use. Payment must be current for rentals to continue. Public notice of each event must be made in Front Porch Forum at least three days before an event, or in Tales for the month when an event will be held, so the community has a chance to participate. Similar notice is required for each unpaid public event.

Private use of the gym is available with a minimum of 24 hours' notice for a \$5 fee. Arrangements to pick up and return the key must be made with the building manager with a minimum of 24 notice.

The Building Manager, in conjunction with the Community Center Board will determine the rental rate for situations not covered above and can make adjustments to rental charges in extenuating circumstances.

Renters/Users of the Community Center agree to the following:

1. Renters/Users will reserve a date by calling the Building Manager, **Trish Warfle at 802-236-3163 or tinmouthcommunitycenter@gmail.com**.
2. Events requiring a deposit and rental fee: the total amount of the rental, which is the deposit and rent, is due in full to confirm your date. Provide two checks made out to the Tinmouth Community Center, one for rental and one for deposit. If building is undamaged and clean (including floors, kitchen and dishes) after the event and otherwise restored to its pre-event condition AND all garbage is removed and lights are off, the deposit check will be returned to you. If the Building Manager finds otherwise, the deposit will be cashed and retained by the Community Center. At the discretion of the Building Manager, partial deposits may be returned, depending on the building condition.
3. Renters/Users agree to pay for the full cost of repairing any loss or damage resulting from their event.
4. The building is only available to rent to Tinmouth residents or taxpayers over 21, who must sign the rental agreement and make all arrangements with the building manager. Renters must be on site during the rental event. The building is not available to rent to people from out of Town. There is a cost to the Town to have the building used, so it is available to Tinmouth residents or taxpayers only.
5. All functions including clean-up must end no later than 12:00 midnight. Parking is available at the church and school as well as the community center lot. No parking is allowed in the roadway. No parking on the ball field. No parking is allowed at the Tinmouth Snack Bar, unless permission is given by the owners.
6. The Community Center is a Smoke Free Building. Smoking is not permitted inside the Community Center. If smoking is permitted outside of the Center during your event, all cigarette butts must be cleaned up and removed.
7. Alcohol use may be permitted with prior approval. A party wishing to allow alcohol must complete the Alcohol Use Form and conform to required safeguards, which were developed in cooperation with the State of Vermont Department of Liquor Control. Alcohol may not be sold or provided with or without charge to others. State Law allows either BYOB functions or alcohol served by a caterer with a liquor license. These are the only two options. BYOB specifically means that each individual may bring alcohol for their personal consumption. Alcohol may not be shared or provided to others. The individual signing the contract is responsible for ensuring that alcohol is not shared, all State laws are followed, minors are not served, and individuals do not over-consume alcohol. A Certificate of Insurance is required in the name of the person renting the building. Law enforcement presence (hired by the Renter) is required for BYOB parties of >100 or when requested by Community Center Manager. The Liquor Control Inspector may be notified of any event where alcohol is present. The Tinmouth Constables will always be notified of events with alcohol.
8. The Community Center Board reserves the right to allow Town and State officials to make inspections during functions. If damage or disorderly conduct is evident, or rules are not being followed, the function will be shut down.

9. The Tinmouth Community Center will not restrict use or participation for reasons of race, religion, sex, creed, national origin or disabling condition.
10. Climbing wall use is prohibited except during regularly scheduled climbing events with trained instructors.
11. Tables (25- 6 feet long) and folding chairs (170) are available for use during functions. There are also 5 cafeteria tables which seat about 12 each. Renter is responsible for set-up, clean-up and re-stacking all items used properly in storage closets.
12. Use of portable stage must be specifically requested. Training in set up and use is required.
13. Building clean-up is the sole responsibility of the renter. This includes interior (including bathrooms) and exterior (garbage, cigarette butts) of building and parking areas, including garbage removal.
14. The Tinmouth Community Center Board reserves the right to refuse any applicant requesting use of the Center.
15. The dishwasher is available for use by the community, but the user takes responsibility for proper operation and must receive training before use.
16. **No helium balloons** are allowed. If helium balloons get stuck up in the ceiling or the fan, the security deposit will not be returned. No exceptions. In order to get them down we have to hire a contractor to set up staging to retrieve them. **No candles, no confetti, no hay bales.** Thanks, these have been problematic.

Save this portion of this document for your records. By signing and submitting the contract below to rent the facility, you are agreeing to our rules and requirements.

Adopted Tinmouth Community Center Board 1/9/19

Tinmouth Community Center - Tinmouth, Vermont
Contract for Use

Group or individual renting facility: _____

Purpose of use: _____

Date of event: _____ Approximate # of people attending: _____

Event Start and Stop times (include set up and clean up): _____

Name of responsible Tinmouth resident or taxpayer (must over 21): _____

Mailing address: _____

Phone (day): _____ evening _____ Email: _____

The Tinmouth resident or taxpayer renter's signature below indicates understanding and acceptance of the terms and conditions of the Tinmouth Community Center Renter Requirements and Rates document which is herein referenced and included in this agreement. Non-compliance may result in loss of privileges in the future. Please retain the Renter Requirements and Rates document for reference and return this agreement with your payment, deposit and insurance form (if applicable).

Signature: _____ Date: _____

It is renter responsibility to make arrangements for facility orientation at least one week before event (if needed), and to arrange to get a set of keys and return them. Remember, you are responsible for removing all garbage (inside and out) and clean up. Leave the building in better shape than you find it please!

Alcohol use: _____ No _____ Yes

_____ BYOB or _____ Caterer Name/Phone

If yes, Alcohol Use form must be completed and attached with certificate of insurance. Please note that the State Liquor Inspector and the Constables will be notified of your event. BYOB means each person brings their own supply. No sharing per Vermont State Liquor laws.

Fees - Check one: Make checks payable to the **Tinmouth Community Center**

_____ Charge for Tinmouth municipal or non-profit group or event- \$0

_____ Charge for public event that does not charge admission- \$0

_____ Private Party - groups of 25 or fewer ~ \$35

_____ Private Party - groups of 26-50 ~ \$60

_____ Private Party - groups of 51-75 ~ \$85

_____ Private Party - groups of 76-100 ~\$110

_____ Private Party - groups of 101 or more ~ \$200

_____ Fundraiser for an individual in need not from Tinmouth ~ 10% or \$100 whichever is less.

_____ Fee for a regular class or event (ie yoga) that charges admission and is open to all - \$10 per month payable up front.

_____ Fee for an event open to the public that charges admission – 10% of the take at the door or \$100 whichever is less

_____ Gym rental for personal use - \$5 need to book at least 24 hours ahead

_____ Donations are always gratefully accepted and appreciated.

_____ Certificate of insurance required for parties with alcohol

_____ \$100 Deposit required for all private parties (separate check please)

Deposit check will be destroyed if building is left in as found condition or returned if you provide a self-addressed, stamped envelope. The Building Manager will contact you if the building is found damaged or there are issues with its condition after your event is over.