

## PROCEDURES AND RULES FOR USE OF THE STRAFFORD TOWN HOUSE

The Town House may be reserved May 1 through October 31. Please reserve well in advance to ensure availability. Contact the Town Clerk at 802-765-4411 to check on availability and to make reservations.

### **FEES**

The fee schedule below and the accompanying Rental Agreement applies to all users. It is available at [www.straffordvt.org](http://www.straffordvt.org) under Town House/Reservations or at the Town Clerk's Office.

Audio and visual services are provided by the Town House overseer. For more information contact the Town Clerk.

#### Strafford Town Group User

- A Strafford Town sponsored group or entity may use the Town House without charge but must complete a Rental Agreement that is available on the Town website.
- Town committees or groups officially appointed are exempt from a user fee. Other town groups may request a fee waiver. A waiver form is available at <https://www.straffordvt.org/reservations>
- A \$150 deposit is required at the time of reservation.

#### Resident Users

- A Resident-user event must complete a Rental Agreement that is available on the Town website.
- A \$150 deposit is required at the time of reservation. The building is expected to be left in the same condition as it was at the time of use. If the party renting the space cleans the building following the event to the satisfaction of the Overseer, the deposit fee will be returned. The cleanup can happen on the following day providing there is no other scheduled event.
- Resident-User wedding or other events, such as a birthday, family reunion, or religious ceremony: \$550.
- Resident-User Funeral or Memorial service is without charge, but a donation is greatly appreciated.

#### Non-Resident Users

- A \$150 deposit is required at the time of reservation. The building is expected to be left in the same condition as it was at the time of use. If the party renting the space cleans the building following the event to the satisfaction of the Overseer, the deposit fee will be returned. The cleanup can happen on the following day providing there is no other scheduled event.
- Non-Profit groups with a 501(c) 3 status: A \$1000 fee is required.
- Non-Resident wedding or other events, such as birthday, family reunion, religious ceremony, or funeral: A \$1000 fee is required.

### Additional Fees

- There is a \$50 per hour charge if the building needs to be heated for all groups for the time the furnace is enabled to when it is shut down.
- \$150 cleaning fee/ event if it is not adequately cleaned by the renters.
- \$100 lost key fee. If the building keys are not returned following the event.

### **SPECIAL REQUIREMENTS**

- Upon advance notice to the Overseer, every effort will be made to meet any reasonable special needs of the renter.
- The antique furnishings and windows are fragile and may be moved or operated only under the direct supervision of the Overseer.
- No open flames (such as candles) allowed in the building

### **ADVANCE PREPARATIONS/REHEARSALS**

- A key can be made available for same-day rehearsals. Rehearsals the day before can be accommodated if there is no other event scheduled on that day.
- The use of nails, staples, tape, or fasteners on woodwork, furniture, and walls is strictly prohibited. No painting or building is allowed inside the Town House. Any damage to furnishings or the building will be charged to the renting organization.

### **ENTERTAINMENT**

- Dances are not allowed because of the age of the building.

### **SECURITY**

- A constable or other law enforcement official must be hired by the user to control parking and traffic for any event involving more than 100 people. Please refer to the parking map available under Town House/Reservations at [www.traffordvt.org](http://www.traffordvt.org) website.
- Events extending past dark may use the provided portable lights at the front door. The lights are available in the Town House and are located on the bottom shelf of the cupboard in the room to the right of the stairs. Replace when the event is over.
- The Town House key can be obtained from the Overseer. At the end of the event, the key must be returned to the Overseer, Town Clerk, or other designated person.

### **LIABILITY**

All renters using the Town House must have a liability insurance policy through their own insurance carrier or through a Tenant User Liability Insurance Policy (GatherGuard). A GatherGuard provides insurance coverage only for the duration of an event. More Information about insurance and obtaining GatherGuard coverage is included in the Rental Agreement under item 8.

*\* \* \* \* \* PLEASE KEEP THIS DOCUMENT FOR REFERENCE \* \* \* \* \**

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Email: [townhouse@traffordvt.org](mailto:townhouse@traffordvt.org) – Web: [www.traffordvt.org/townhouse](http://www.traffordvt.org/townhouse)