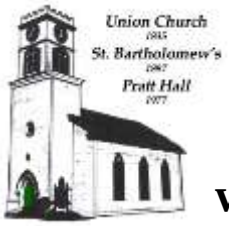

Montgomery Historical Society
P.O. Box 47 Montgomery, VT 05470
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www.montgomeryhistoricalsociety.org

Rules and Fees for the Rental of Pratt Hall
Effective 12/15/12
Updated 2/19/26

MHS Contact: pratthall@gmail.com

Fees: Pratt Hall will be available for rental with the following fee schedule:

May-September:

Member - **$300** comprised of the following: $200 + $100 refundable reservation and cleaning/damage deposit.

Non-member - **$350** comprised of the following: $250 + $100 refundable reservation and cleaning/damage deposit

October-April:

Member - **$350** comprised of the following: $250 + $100 refundable reservation and cleaning/damage deposit.

Non-member - **$400** comprised of the following: $300 + $100 refundable reservation and cleaning/damage deposit.

1. A deposit of $100.00 is required to hold a date(s) and is non-refundable if an event is cancelled less than two weeks before the scheduled event.

2. The remaining balance is due in full two weeks before the event date.

3. Fees, in total or in part, for the use of Pratt Hall may be waived by majority vote of the Board of Directors, or the Executive Committee.

4. Civic, Church, and Non-profit groups wishing to use Pratt Hall may do so free of charge at the discretion of the Board.

Rules and Conditions:

1. Users should follow the "Leave No Trace" philosophy and leave Pratt Hall as they found it or better.

2. A Society Agent will be appointed for each event not sponsored by the Society. That Agent will open and close the Hall and serve as the point of contact/facilitator for the User(s). **No keys will be given out**.

3. Prohibited activities will be determined by the Board of Directors and include any activity that could potentially damage the stained glass windows. This may include amplified sound/music.

4. Users of the Hall may not alter or move the furniture, decorations, or artifacts without permission from the Board of Directors, the Executive Committee, or their appointed Agent. This includes the artwork, lights, speakers, equipment, peg boards, and other displays / exhibits.

5. Users must obtain permission for any decorations they intend to use. Use of tape and/or tacks is prohibited on all surfaces, pews, walls etc.

6. Use of confetti, and/or rice is prohibited. Bird seed may be used outdoors on the grounds of the building.

7. Users may not use the artifacts room, cellar, or access the clock tower. The organ may be used by a qualified organist.

8. There is absolutely no smoking or use of fire (candles, lanterns etc.) unless granted by the Executive Committee.

9. No alcohol may be used/consumed in, or on the grounds of, Pratt Hall.

10. Late fall and winter users will not have water so will not have the bathroom available and will need to make other arrangements.

11. Users will be held liable for any and all damage to the building or to any items located therein during the use of Pratt Hall.

This agreement is for the date(s) of _____.

Will there be anyone attending in a wheelchair?_____. (Please note the bathroom is not wheelchair accessible)

If this is a wedding:

What time is the wedding?_____. Pratt Hall will be opened two hours before the wedding and closed one hour after the ceremony is completed. A time for decorating may be coordinated with the Society Agent. Flowers etc. should be removed or other arrangements made for pick up.

Will there be music or a microphone needed? If so will you need to use the Society PA or CD player?

Will there be a rehearsal? _____. If yes date, and time?_____. Rehearsal will be one hour.

Deposit: **$100.00 Date Paid: _____**

Rental Fee (due in full 2 weeks prior to event): $**_____Date Paid:_____**

Refund Amount: $**_____Date Paid:_____**

I understand the deposit is to reserve Pratt Hall and may not be refunded if I cancel the reservation less than two weeks before the date specified. I further understand the deposit also serves as a damage/cleaning reserve and will be refunded after inspection by the Montgomery Historical Society.

I agree to the terms and conditions for the use of Pratt Hall as stated above.

_____ _____
Renter Signature Date

_____ _____
Montgomery Historical Society Agent Signature Date

Copy to Renter, Original held by Agent

Renter Contact Information:
Mailing Address:_____
_____
_____
Cell Number:_____
Email Address:_____

Agent Contact Information
Email:_____
Landline Number:_____
Cell Number:_____