

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 7/1/15

MHS Contact: pratthall@gmail.com

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

May-September:

Member - \$275 comprised of the following: \$175 + \$100 refundable reservation and cleaning/damage deposit.

Non-member - \$325 comprised of the following: \$225.00 + \$100.00 refundable reservation and cleaning/damage deposit

October-April:

Member - \$325 comprised of the following: \$225 + \$100 refundable reservation and cleaning/damage deposit.

Non-member - \$375 comprised of the following: \$275 + \$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?hours before the wedding and claime for decorating may be coordinated by the should be removed or other arrangements.	losed one hordinated with	our after the https://doi.org/ htthe Society	ceremony is completed. A y Agent. Flowers etc.
Will there be music or a micro Society PA or CD player?	phone need	ed? If so wi	ll you need to use the
Will there be a rehearsal? Rehearsal will be one hour.	•	If yes date a	and time?
Deposit:		<u>\$100.00</u>	Date Paid:
Rental Fee (due two weeks prio	r to event):	\$	Date Paid:
Refund Amount:		\$	Date Paid:
I understand the deposit is to recancel the reservation less than understand the deposit also server refunded after inspection by the I agree to the terms and conditions.	two weeks les as a dam Montgome	pefore the data age/cleaning ry Historical	nte specified. I further g reserve and will be l Society.
Renter Signature	Date		
Montgomery Historical Society Agent Signature	Date		
Copy to Renter, Original held b	y Agent		
Renter Contact Information: Mailing Address:			
Phone Number:Email Address:			