

Wilder Club House *Rental Agreement*

**The following conditions and rules apply to the rental of the Wilder Club House at 78 Norwich Ave., Wilder, VT:
Due to 2016 installation of AC/heating system, all windows shall be kept closed during rentals.**

- Rental agreement is for the main hall, bathrooms, and kitchen only.
- Renter shall provide a current 'Certificate of Insurance' for the Clubhouse covering their rental agreement period.
- No decorations shall be attached in any manner to the building, walls, woodwork, light fixtures, etc.
- All tables and chairs SHALL be returned to their storage areas at the end of the event, and no tables or chairs shall be brought up from the lower level.
- Children shall be supervised at all times
- NO SMOKING is permitted on the property.
- Renter provides cleaning supplies and trash bags.
- All trash shall be removed from building at end of event.
- Kitchen area shall be left clean and ALL food removed.
- Floors shall be broom swept and all spills cleaned at the end of the event.
- Bathrooms shall be left in clean order at the end of the event.
- In the event alcohol is to be served, Renter will secure the services of a licensed caterer or bartender. Caterer or Bartender shall be required to provide a current 'Certificate of Insurance' covering their service period at the Clubhouse.
- Liability and damage(s) are sole responsibility of Renter.

Windows and doors shall be closed and locked at the end of the event. Elevator/lift shall be shut off and checked. All appliances and lights are to be shut off.

Rental Fees:	Hartford Resident	Up to 4 hours, \$75	Over 4 hours, \$150
	Non Resident	Up to 4 hours, \$85	Over 4 hours, \$160

Security deposit equal to the rental rate is due at time of booking. Deposit is refundable only when: building and grounds are inspected after the function, found to be in good condition, and key(s) returned. Rental fee is not refundable under any circumstances. Rental fee, deposit, Certificate(s) of Insurance, and a signed copy of this agreement shall be received at least 14 days in advance of the event date. Wilder Clubhouse, Library, its Trustees, employees or assignees are not responsible or liable for any injuries or damages sustained by renter or event attendees while using the property. Any damages incurred in excess of the security deposit shall be the responsibility of the renter and shall be paid in full upon receipt of invoice. Payments may be made in cash, check or money order. Returned checks are subject to a \$35 fee. If returned, security deposit will be sent to the MAILING ADDRESS listed on this form.

All refunds/security deposits will be returned by the WCL treasurer in the form of a bank check.

I have read, understand and agree to all the above terms and conditions.

Signature: _____ Date: _____

If alcohol is to be served at this event initial here _____

Printed Name: _____

Address: _____ Town: _____

State: _____ Zip: _____

Daytime Phone () - Evening Phone: () -

MAILING Address for return of rental deposit (if different than above)

Name: _____

Address: _____ Town: _____

State: _____ Zip: _____

Function: _____

Date & Time of Reservation: _____

Approximate # of guests expected _____

**Correspondence and Fees may be sent to:
WC&L, Box 1928, Wilder, VT 05088
Phone/Fax No.: (802) 295-6341**

This form online: <http://www.quecheelibrary.org> Click on 'Wilder Club & Library' Link at top of page

For building maintenance issues please call: (802) 295-5247 or 295-3988

Key pick up/drop off: during Library hours:

Tues.: 10-1; Wed., Thurs., Fri.: 2-6; Sat.: 10-1

RETURN KEYS in envelope to Book Drop box in front of Clubhouse

Administrative Use only:

- Form/Deposit: Date _____ Chk#/Amount _____ or Cash _____
Init: _____
- Renter's Certificate of Insurance rec'd.: Date _____ Copy attached _____
Init: _____
- Caterer/Bartender's Certificate of Insurance rec'd. : Date _____ Attached _____ (If applicable)
Init: _____
- Rental fee: Date: _____ Chk #/Amount _____ or Cash _____
Init: _____
- Key Given: _____ Date _____ Init: _____
Verify receipt of Certificate(s) of Insurance Before releasing key(s)
- Key Returned: Yes _____ Date _____ Init: _____
- Deposit Mailed: Date _____ Chk# _____
- Deposit held, explanation: _____