

**TOWN HALL RENTAL AGREEMENT  
ANDOVER, VERMONT**

The Town of Andover, Vermont (OWNER) and \_\_\_\_\_ (RENTER)  
of \_\_\_\_\_ (Town of Residence) agree as follows:

1. **PREMISES:** OWNER rents to RENTER the Andover Town Hall in Andover, Vermont.
2. **PURPOSE:** RENTER shall use the above- described premises for the purpose of:  
\_\_\_\_\_  
\_\_\_\_\_
3. **DATE and TERM:** The date of this use will be \_\_\_\_\_  
and the term is from \_\_\_\_\_ o'clock \_\_M. until \_\_\_\_\_ o'clock \_\_M.
4. **RENT:** The total rent under this Rental Agreement is \$75.00, payable in advance.
5. **SECURITY DEPOSIT:** a security deposit of One Hundred Fifty Dollars (**\$150.00**) is also due in advance. Following the rental, OWNER will inspect the premises. If RENTER and guests have not caused any damage to the premises, OWNER will return the full amount of the security deposit to RENTER by first class mail.

If RENTER and guests have caused damage to the premises, OWNER may retain all or a portion of the security deposit. If OWNER retains any of the security deposit, it shall give a written notice to RENTER specifying the amount retained and the reasons therefore. OWNER's remedies for damage shall not be limited to retention of the security deposit and it may pursue any remedies authorized by law to recover its loss.

6. **OBLIGATIONS OF RENTER:** At the end of the rental term, RENTER shall:
  - A. Return the premises to a neat, orderly and clean condition, including appliances.
  - B. RENTER shall take away **ALL** trash upon leaving.
  - C. RENTER shall turn down thermostat and turn off hot water tank and check that no water is left running through the toilets.
  - D. Upon leaving the premises RENTER shall be responsible for turning off all lights and locking all outside doors.
  - E. RENTER shall be responsible for and liable to OWNER for all repairs required as a result of damage caused by RENTER or RENTER's guests.
  - F. RENTER shall report any damage to the Town Clerk, [clerk@vermontel.net](mailto:clerk@vermontel.net).

- 7. **NON-LIABILITY OF OWNER:** RENTER agrees to indemnify and hold OWNER harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the premises by RENTER and RENTER's guests or agents, excepting, however, claims of negligent acts and defaults of OWNER in respect to the physical condition of the rented premises not caused or contributed to by RENTER.
- 8. **ASSIGNMENT:** This Rental Agreement is not assignable to any other person or entity.
- 9. **RESTRICTIONS:** The following restrictions shall apply to RENTER's use of the premises and RENTER agrees that:
  - A. Occupancy of the premises by RENTER and RENTER's guests shall be limited to 100 persons.
  - B. **NO** alcoholic beverages are permitted on premises.
  - C. **NO** smoking in the Town Hall building.
  - D. RENTER shall not charge admission to any guests or persons on the premises. However, this restriction shall not apply to non-profit organization RENTERS.

The parties have executed this Agreement at Andover, Vermont this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_  
RENTER

\_\_\_\_\_  
Phone number & email address

By: \_\_\_\_\_  
OWNER's Duly Authorized Agent