



## Rental Contract

To reserve your event at the GCP Pavilion, complete this Rental Contract and return with a check made payable to CC4G (Community Collaborative for Guilford) for 50% of the rental fee and another check with a \$150 security deposit to CC4G, 475E Coolidge Hwy, Guilford, VT 05301. The final 50% of your rental fee and any additional fees will be due at your site orientation, unless rental fee is paid in full when you reserve your event (preferred)

Renter's Name / Organization: \_\_\_\_\_

Renter's Mailing Address: \_\_\_\_\_

Renter's Phone #: \_\_\_\_\_ Renter's Email: \_\_\_\_\_

Rental Date(s): \_\_\_\_\_

Time of Rental: from \_\_\_\_\_ to \_\_\_\_\_ (include set-up and clean-up)

Briefly describe your rental: \_\_\_\_\_

\_\_\_\_\_

Number attending (approximately): \_\_\_\_\_

Will there be alcohol served? \_\_\_\_\_ If yes, who is your caterer/provider ?  
(Please note that we will require proof of your caterer's license to serve liquor)

Rental Fee: \_\_\_\_\_

I, the undersigned, contracting individual and/or organization agree to hold the Community Collaborative for Guilford, it's agents, servants and members, free and harmless from any and all claims, demands, damages, costs, expenses, loss of service, action and causes of action and or liabilities for damages to property, or for the injuries to any person in any way arose out of, related to or connected with the users' rental of the GCP Pavilion and premises.

I, the undersigned, acting as representative of the organization or individual entering into this agreement, agree to pay the required fees in full prior to the event, and assume full personal and financial responsibility for any damages sustained to the Pavilion, grounds, tables or other equipment not covered in the Security Deposit due to misuse and vandalism and conduct of all persons on the premises at the time of the event.

**I acknowledge that I have read, understand and agree to adhere to all the terms of this Contract, the "Rental Information" a the "Post-Event Checklists".**

**I understand that failure to comply may result in the forfeiture of my security deposit and a fine for cleaning the Pavilion and grounds to the condition in which there were found.**

\_\_\_\_\_  
Renter's Name

\_\_\_\_\_  
Renter's Signature

# Rental Information

Thank you for renting the GCP Pavilion! Our mission is to create a space which will be a gathering place for activities that grow community spirit and enhance the spirit of the people of Guilford for generations and centuries to come.

Below is the rental information and rules for using the Pavilion. Because of the timber frame style of this structure it is important that you follow these rules using your care and consideration when putting on your event.

After you have reviewed this information, sign your rental contract and return it to Dwayne Johnson, current Reservations Manager, by email at [dwayne.johnson0519@gmail.com](mailto:dwayne.johnson0519@gmail.com), or by mail to CC4G, 475E Coolidge Hwy, Guilford, VT 05301.

Your cooperation is critical for us to continue with neighbors who live close by and to help you and others have successful events. **Disregard of any of these rules will result in the forfeiture of part or all of the security deposit and potential additional charges.**

## Your Rental

Your rental includes the Pavilion, the indoor Accessible restroom, parking where marked, and any other spaces agreed to such as Zeller Hall or the church Kitchen. Your rental does not include the entire Park, although you may use the Labyrinth, the green play area and the children's playground. If your group is more than 30 you will be asked to rent a porta toilet.

We are a **pack in/pack out facility**. As there will be no trash cans provided, we ask that you remove anything you bring in and clean up completely.

## Rules

- ◆ Serving of alcohol is only permitted with a liquor license. You will be asked for proof of this license.
- ◆ No smoking, drugs or fires.
- ◆ All events should end at dusk, no later than 10 PM.
- ◆ All children should be closely supervised by an adult at all times.
- ◆ Any decorations or signs must not be put up with adhesive material or puncturing devices (nails or thumbtacks).
- ◆ Renters must remove their own trash, compost and recycling or forfeit their \$150 security deposit.
- ◆ One church bathroom is included. It is just inside the accessible entrance. We will arrange to have that door unlocked. Groups larger than 30 will need to rent a porta toilet.
- ◆ Any music, amplified or live, must be no louder than 100db.

## Fees

Rental Area	Standard Fee	Church member or Non-profit
Pavilion Half Day (4 hours or less)	\$125.00	\$65.00
Pavilion Full Day	\$225.00	\$150.00
Zeller Hall no set-up	\$75.00	\$50.00
Zeller Hall with set-up	\$100.00	\$75.00
Kitchen	\$65.00	\$50.00
Porta toilet Houghton (chemical)	\$132.00	\$132.00
Porta toilet Rich Earth (organic)	\$150.00	\$150.00

## Cancellations

Please notify us ASAP. Full refund if within 48 hours and if less 50% of your rental fee up to \$100.