

Town of Reading, Vermont Robinson Hall Rental Agreement

All forms must be completed, insurance documents submitted and fees paid 14 days prior to rental date.

Sections Below to be Completed by Renter

Group Name: _____

Address: _____

Contact Person: _____

Phone No: _____

No. of Attendees: _____

Date(s): _____

Time(s):
From _____
To _____

Purpose: _____

Alcohol: Please select one

Will not be furnished, served or consumed at the event.

Will be furnished, served or consumed at the event.

Caterer contracted or other 3rd party to furnish or serve alcohol at the event.

*Signature below acknowledges acceptance
of rates and terms set forth*

Authorized Group Representative:

Name _____

Title _____

Signature _____

Date _____



<i>Rental Fees</i>		
	<i>Non Local</i>	<i>Town Organization</i>
Kitchen	\$75.00	\$25.00
Dining Room	\$75.00	\$25.00
Auditorium	\$150.00	\$50.00
<i>Deposit</i>		
<i>cleaning/damage</i>	\$100.00	\$0.00

Approved by Town Clerk

Date _____

Signature _____

Town Clerk Contact Information

Reading Town Office
PO Box 72

Reading, VT 05062
802-484-7250

Town Clerk Use Only

- Building Use Agreement Approved
- Posted on Calendar for Custodian
- Proof of Insurance on File
- Liquor Liability Insurance on File
- Deposit Paid
- Rental Fee Paid
- Facility Key given to renter
- Facility Key returned from renter
- Deposit Refunded Yes No
- Reason for Non Refund