

# North Chapel

North Universalist Chapel Society  
7 Church Street, Woodstock, Vermont 05091  
802-457 2557 - [www.northchapelvt.org](http://www.northchapelvt.org)

## Basic Rental Agreement

Today's Date \_\_\_\_\_ Name of Organization \_\_\_\_\_

Are you a 501(c) (3) non-profit organization? \_\_\_\_\_ Are you a North Chapel member \_\_\_\_\_

Telephone and email \_\_\_\_\_

Address \_\_\_\_\_

Name of Responsible Person \_\_\_\_\_

Contact information: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date and Time of Event (s) Include all set-up and clean-up times \_\_\_\_\_

Purpose of meeting/event \_\_\_\_\_

Approximate number of participants \_\_\_\_\_ (Please see occupancy limits on rental rates sheet)

Area (s) to be used:

Sanctuary \_\_\_\_\_

Parlor \_\_\_\_\_

Meditation Chapel \_\_\_\_\_

Library \_\_\_\_\_

Social Hall \_\_\_\_\_

Kitchen \_\_\_\_\_ Please explain usage plan: \_\_\_\_\_

Riverside Garden \_\_\_\_\_

Pizza Oven \_\_\_\_\_

Tables/chairs needed? \_\_\_\_\_ If yes, how many? \_\_\_\_\_ For inside use only. Renter sets up and puts away.

**Cost of Rental** \$ \_\_\_\_\_

Initial payment of 50% holds your reservation. \$ \_\_\_\_\_.

Balance of \_\_\_\_\_ is due 30 days in advance of your event, on \_\_\_\_\_ (date).

## Terms and Conditions

Payment arrangements should be made with the church office.

A designated, responsible person must make detailed arrangements with the church administrator of the North Universalist Chapel Society (NUCS) This person, named on the contract, takes responsibility for any damage to the property and for payment of fees.

Smoking is NOT PERMITTED in the building

If you wish to serve alcohol, you must have a licensed alcohol provider who carries event liability insurance. A separate form must be signed with proof of these arrangements.

Cancellations: If the reservation is canceled more than 30 days prior to the event, the initial payment is forfeited but no additional money is due. If the reservation is canceled within 30 days prior to an event all money paid is forfeited.

No rooms are to be used except rooms specifically rented and rest-rooms and foyers.

Use of the kitchen is not permitted other than as specified on the first page of this contract. Frying in the kitchen is NOT permitted.

As the renter/duly authorized representative of the renter, I/we agree to abide by the terms set forth in this contract. I/we agree to restrict usage of the building and its surroundings as set forth in this contract and realize that if there is damage to the building and/or its contents, such as stains on carpets or excessive scratches on floors or missing items or if the building is left unclean or disorderly, I/we may incur additional fees. I/we understand that the general rule is, "Leave the building as it was found." I/we agree to turn off all lights and ovens/stoves after usage when leaving the building. I/we realize that there may be a representative of NUCS present during the rental event. I/we realize that the office and the office equipment are for church business only are not to be used. I/we agree that alcohol will not be consumed on the premises unless otherwise stipulated.

**Indemnification:** In consideration of the rental of the building, you also agree to indemnify and hold harmless the North Chapel, its directors, officers and employees from any and all causes of legal action, claims, demands, damages, costs, expenses, and legal fees which may arise, directly or indirectly, out of your rental of the building. Further, you also agree to be held responsible for all damage to the building or its contents during the rental term, as well as for any costs, expenses, and legal fees incurred in enforcement of the terms of this agreement.

Renter/Representative \_\_\_\_\_ Date \_\_\_\_\_