

***The Main Street* MUSEUM**
VENUE RENTAL AGREEMENT

The Main Street MUSEUM Board of Directors and volunteers are pleased to offer the use of the Museum to the community. The Museum is an all volunteer operated nonprofit. Rental fees for events are our primary source of income.

THE FACILITY: The Museum is a 2,000 square foot exhibition/museum/library space with a 240-square foot covered deck overlooking the agreeable waters of the White River. The Museum has been rented with great success for lectures, meetings, private parties, benefits for local nonprofits, concerts, birthdays, weddings, and bar/bat mitzvahs.

CAPACITY: The Museum capacity is 30 seated comfortably, 50 seated with obstructed view, 75 Seated and/or standing indoors. Deck limit is 30 at once. No restrictions on the fire pit, parking lot and beach. These numbers may be altered due to public health restrictions when necessary.

FEE SCHEDULE

All fees are subject to change. All events over 5 hours long are negotiated.

-Private Functions under 5 hours: 25 or fewer guests **\$250**, 26- 40 guests **\$350**, 41 - 60 guests **\$450**, 61+ guests **\$550** (Multi-faceted events/parades, etc. are negotiated)

-Public Events under 5 hours such as concerts, plays, dances, etc. advertised to the public: **\$375**
(NOTE: In the case of an event where the renter charges a fee to enter; the renter retains the first \$500 of door/admissions. Any amount over \$500 is split 50/50 with the Museum.)

-Not-for-profit events and/or fundraisers: (you do not need to be a nonprofit. For example, if you are raising funds to help a neighbor, talk to us) Negotiable

-Educational Lectures: \$50 per hour

-Meeting Space: \$35 per hour. For an additional fee we can provide a/v services.

-Performance Venue: \$40 per hour (for practice or rehearsal space)

-Art shows (All showings must be approved by the curator):

- **\$300** for a 30-day showing with an opening.
- **30%** of sales will be commissioned to the Museum.

ADDITIONAL FEES

-Tech Support: \$85 minimum We need significant lead time if you require tech support. If support is needed for an entire event, price will be negotiated.

-Trash and recycling: \$50 You are not required to pay this fee if you haul away your own trash and Recycling.

-Cleaning Deposit: \$100 on all large (40+) events. (This will be refunded if we don't have to clean up anything really gross.)

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TERMS

- Deposits:** A 50% deposit, signed contract and attachments are required at the time of scheduling
- Cancellations:** If you cancel the event 8 days or more before the event, your deposit will be refunded. If you cancel 7 days or fewer before the event you forfeit the deposit.

HOUSEKEEPING

- + **No food is allowed in the Museum.** Please consume food on the deck. No glass bottles inside the Museum.
- + **Bathroom:** The bathroom is in the center hallway of the Museum. There is a second bathroom on the first level available by request.
- + **Stage and Sound System:** Speakers, a projector and mixing board are available. If you require technical assistance for your event, you must notify us well in advance.
- + **Clean Up:** Please leave the Museum in the same condition as it was found. The floors should be swept and any spilled liquids mopped up at the end of the event. Excessive amounts of liquids or other unpleasant things left in and around the Museum may result in forfeit of your cleaning deposit.
- + **Storage:** Due to limited space, items cannot be left overnight before or after an event.
- + **Parking:** Parking for Museum patrons is on Railroad Row or in the Courthouse/Depot parking lot after 5pm and on weekends. Our neighbors to the left of the Museum at 52 Bridge Street have asked that our guests not park on their property. Half-hour drop-off parking for people or equipment is available in the front of the Museum building. (Please drive in counter-clockwise).
- + **Please leave no cigarette butts or trash** anywhere. This includes the beach.
- + **Trash and Recycling:** Trash containers are all around the Museum. Please use them. If you need a new trash bag, please ask. Blue recycling containers are used for glass and plastic. Please empty containers before disposing of them.
- + **Access:** You may set up 1 hour before the event. If you need more time, please ask.
- + **Insurance:** Renters of Museum property are expected to insure their own events. If you are hiring outside vendors, i.e., caterers, bands, Dj's, etc., we need proof of their insurance before the event. If caterers are serving alcohol we need their certificate before the event.
- + **Harm Reduction:** Museum is dedicated to harm reduction. Volunteers have access to Narcan for opioid overdoses and fentanyl test strips. PLEASE do not hesitate to ask if needed. Condoms and sexual health literature are in the bathrooms. All are provided for free by The HIV/HCV Resource Center.
- + **Smoking:** In accordance with Vermont Law, there is absolutely no smoking inside the building or on the deck. Smoking is limited to the designated area in the parking lot.
- +**Renters are responsible for the behavior of their own guests at all times.**

May It Please You, *The Main Street* MUSEUM

TEXT 802.356.2776 EMAIL info@mainstreetmuseum.org 58 Bridge St. WRJ 05001

Renter's Signature & Date	
Museum Volunteer's Signature & Date	

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The Main Street MUSEUM accepts VENMO @**themainstreetmuseum**, PayPal at **info@mainstreetMuseum.org**, local checks or cash.

Event Name		Event Date	
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Renter Name and/or Agency	
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Renter Address	
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Renter Phone #		Renter Email	
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Event Type		Event Time		# Guests	
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FEES (put N/A if it doesn't apply)		Date Paid
Rental Fee Due	\$	
Trash & Recycle Fee Due (\$50)	\$	
Cleaning deposit for Large Events Due (\$100)	\$	
Tech Support Fee (\$85)		
Total Fee Due	\$	
½ of total fee due at scheduling	\$	
Amount due	\$	
TOTAL PAID	\$	

(Please attach a copy of your valid ID or driver's license, etc.)

Names of professionals that will be working at your event. Please attach their certificate of insurance and/or license. (Bartender, DJs, Bands, etc.)

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Please specify technical needs below. (phone hookup, sound check, hot mic, sound & lights, etc.)

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