

Dear Renter,

Thank you for choosing The Wing Center for your event! To ensure it remains a welcoming space for everyone, we kindly ask that you follow a few simple rules. We appreciate your cooperation and wish you success with your event.

FEES FOR BUILDING USE	
Use of Harter Hall only	\$25/hour
Use of Kitchen only	\$75/day \$50/half day*
Use of Harter Hall & Kitchen	\$75/day or \$50/half-day + \$25/hour
Security Deposit: One-time event	\$100 (<i>Check will be held and returned after your event, assuming no damage</i>)
Security Deposit: Long-term use	\$100

***A day is considered up to 8 hours. ½ day is up to 4 hours**

EQUIPMENT | SUPPLIES AVAILABLE FOR USE

These items are available for use during your rental. When your event is finished, please be sure everything is cleaned and returned to its original location. You are responsible for sweeping and mopping the floor—especially during messy weather. Cleaning supplies are kept in the back of the building near the accessible bathroom. Encouraging guests to remove their boots or shoes during bad weather will help with cleanup.

Rectangular tables (7)	Commercial kitchen	Bowls & platters
Small card tables (4)	Handicap bathroom	WiFi
Seating for 65	Silverware & serving utensils	Coffee urns (5)
Speakers, microphones (2)	Charcuterie board (not a cutting board)	Refrigerator
Projection screen	Microwave	Kitchen towels
Flower vases		

**Please note that if the space is not cleaned properly, a \$40/hour cleaning charge will be deducted from your security deposit.*

Building Use

ABSOLUTELY, POSITIVELY NO BALLOONS!

Sorry! We know this can impact celebrations. Unfortunately, balloons can easily become entangled in the overhead fans, and that means we must hire someone to cut them down! This is an automatic forfeit of your deposit. Feel free to blow up balloons to put on the floor to create a festive look for birthday parties.

AUTOMATIC DOORS

Please only prop open the doors when loading and unloading for your event. Do not leave them propped open during your event. This is to hold down on any noise that may affect our neighbors.

NO TACKS, SCOTCH TAPE, NAILS OR ANYTHING ON THE WALLS.

There is a projection screen available for use. If you need a place for visuals, please bring easels.

NO REDECORATING OR REARRANGING any of the artwork.

NO ALCOHOL (unless you hire a licensed caterer)

NO VAPING IN THE BUILDING.

TRASH

You will need to supply your own 42-gallon trash bags. There are trash cans in the building for your use. Trash and recycling containers are located at the back of the building, off the ramp for your convenience.

Please note that the Center's trash is only picked up every two weeks. To avoid attracting wildlife, we ask that you **do not dispose of food waste in the trash bins.** **You are responsible for properly disposing of your own food waste.** We suggest bringing buckets for composting.

OUTSIDE SIGNAGE

We are happy to change our outside sign for your event. If you have your own sign, please send us a picture for approval. More information on this is provided in your Event Contract below.

CANCELLING YOUR EVENT

If you need to cancel your event, please contact us **within 72 hours** to receive your rental fee and security deposit back. Please email thewingcentervt@gmail.com or call 802.888.2426 to cancel your event. Consideration is given for events that need to be canceled due to extreme weather.

KITCHEN USE

- ▶ For their safety, children are not allowed in the kitchen except as a pass-thru to bathroom facilities, and should be accompanied by an adult.
- ▶ You must clean all kitchen equipment used and sweep and mop the floors after your event.

CLOSING THE BUILDING AFTER YOUR EVENT

- ▶ Return the heat and A/C settings back to their original settings.
- ▶ Turn off all lights (be sure to check the bathrooms!).
- ▶ Make sure all of the doors are locked when you leave. Don't forget the door at the top of the handicap ramp.

We ask everyone to bring their own paper products for their event; however, if you're in a pinch, there are paper products under the sink in the kitchen.

Please DO NOT leave your leftover supplies – food, paper products, etc. We do not want to be responsible for disposing of them.

Side Note:

There is a donation/suggestion box near the exit. Please feel free to let your guests know that every dollar helps us maintain this beautiful space, and if they have any suggestions for us, we'd love to hear them. Thank you!

EVENT INFORMATION | CONTRACT

NAME OF GROUP:

CONTACT PERSON

EMAIL:

PHONE:

MAILING ADDRESS:

CITY | STATE | ZIP:

DESCRIPTION OF EVENT

WOULD YOU LIKE US TO HELP MARKET YOUR EVENT?

YES NO

Post on our website

Post on Front Porch Forum (*Morrisville only*)

Post on our Facebook page

Change the sign out front. What would you like the sign to say?

I have read the Building Use Policies for The Wing Center and agree to the terms. My signature below indicates that I understand we are entering into a formal contract for building use.

Date

Printed Name

Signature

TODAY'S DATE: _____

Be sure to include set-up and breakdown times in your request.

Date of Event:

Times of Event: TO

Time Needed for Set-up/Breakdown:

of People

Outdoor Signage Needed Yes No

Kitchen Needed Yes No

Payment Method:

Check Debit/Credit Card*

**If paying by card, a 3% fee will be added to your invoice.*

For Wing Center use only

Approved Denied

Reason for Denial:

WAIVER OF LIABILITY | HOLD HARMLESS AGREEMENT

Name of Group: _____ Date of Event: _____

of People Expected: _____

In consideration for use of The Wing Center:

Renters | Lessees agree to release, waive, discharge, and not sue The Wing Center and the Lamoille County Civic Association, their Board of Directors, their agents or employees, from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of, or related to, any loss, damage or injury, including death, which may be sustained by Lessee or their guests, or to any property belonging to me or my guests, while using The Wing Center. This includes the building, all equipment, and surrounding property.

Renters | Lessees further agrees to indemnify and hold harmless, to the fullest extent allowed by law, all parties named above for any and all loss, liability, damage, or costs, including court costs, defense costs, and reasonable attorney's fees that The Wing Center might incur, and those of any for whom it is legally liable, and arising from the function that is the subject of this agreement. Neither party is obligated to indemnify the other in any manner whatsoever for the other's own negligence.

This Agreement shall bind the members of the Renters | Lessees' family and spouse, if Renters | Lessees is alive, and their heirs, assigns, and personal representative, if Renters | Lessees is deceased, and shall be deemed as a Release, Waiver, Discharge and covenant not to sue the above-named organization. Further, this Agreement shall be construed in accordance with the laws of the State of Vermont and any mediation, suit, or other proceeding must be filed or entered only in Vermont and the federal or state courts of Vermont. Any portion of this Agreement deemed unlawful or unenforceable is severable and shall be stricken without any effect on the enforceability of the remaining provisions.

By signing this agreement, Renters | Lessee acknowledges and represents that they have read the Waiver of Liability and Hold Harmless Agreement, understand what is contained in the document, and voluntarily sign as by their own free act and deed. No oral representations, statements, or inducements, apart from the foregoing written agreement, have been made. Renter | Lessee is at least 18 years of age and fully competent. The Renter executes this Agreement for full, adequate, and complete consideration fully intended to be bound by same.

My signature below indicates I have read, understood, and agree to adhere to this Waiver of Liability & Hold Harmless Agreement.

Printed Name

Signature

Certificate of Liability attached