

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** Food prep only (no equipment use): \$25
Use of Harter Hall & Kitchen	\$75/day or \$50/half-day + \$25/hour
Security Deposit: One-time event	\$100 (Check will be held and returned after your event, assuming no damage)
Security Deposit: Long-term use	\$100 (Check will be deposited and returned at end of lease, assuming no damage)
*Kitchen availability is limited.	
**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 over, please ensure everything is cleaned and returned to its original location.

Seating for 65 (max. bldg. capacity=99)	Full kitchen (limited availability)	Coffee, Hot water urns (5)
-Rectangular tables (9)	Commercial dishwasher	Tablecloths (8)
-Small, square card tables (10)	Refrigerator & Freezer	Kitchen towels
Speakers, microphones (2)	Charcuterie board	Flower vases
Projection screen	Microwave	Room dividers
Room dividers	Plates (45)	Trash & recycling bins
Handicap accessible ramp & bathroom	Silverware & serving utensils	WiFi

BUILDING USE

The Wing Center is managed by a dedicated group of volunteer board members and one *very* part-time manager. By following our guidelines, renters play an important role in keeping the building easy to maintain and our rental rates affordable.

Please take a few moments to read the guidelines carefully before returning the form. We want to ensure our space is a good fit for your event.

Thank you!

PRIOR TO YOUR RENTAL: We'll schedule a mandatory walk-thru so you feel comfortable with opening and closing the building for your event.

IMPORTANT!

Your group is responsible for sweeping and mopping the floor after your event. Encouraging guests to remove their boots or shoes during bad weather will help tremendously with cleanup, but we understand that's not feasible for all events.

CLEANING SUPPLIES: Supplies are kept in the back of the building in the black cabinet near the handicapped-accessible bathroom. If we're missing anything that you feel might be useful, please let us know!

We recommend taking a photo of the space when you arrive. This will give you a helpful reference for returning tables, chairs, and other items to their original locations when you're finished.

Please note that if the space is not left in the condition you found it, you're security deposit will not be refunded.

SORRY, NO HELIUM BALLOONS

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

AUTOMATIC DOORS

We ask that you only prop open the doors when loading and unloading for your event. Do not leave them propped open during your event. This is to eliminate any noise that may affect our neighbors.

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

NO REDECORATING OR REARRANGING any of the artwork.

ALCOHOL

Alcohol is not permitted on the premises UNLESS it is served by a licensed and insured caterer. Proof of licensing and insurance must be provided prior to the event.

NO VAPING

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 and recycling is only picked up every two weeks.

To prevent attracting wildlife, we ask that you dispose of your own food waste.

For larger events, we recommend bringing sealed containers for compost collection, or arranging in advance with a local farmer to donate appropriate food scraps for livestock.

MARKETING YOUR EVENT

We're happy to help you market your event through our website, Facebook, Front Porch Forum, and changing our fascia sign on the main road. **Please send your materials over in .jpg or .png format.** There is no charge for this service.

If you have your own sign, please send us a picture for approval with this contract.

CANCELLING YOUR EVENT

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

KITCHEN USE

► Our main kitchen and commercial equipment are currently leased and are only available for occasional, one-time use. Please check the [calendar](#) on our website for availability. Refrigerator, microwave, and counter space are always available.

► **For their safety, children are not allowed in the kitchen** except as a pass-through to bathroom facilities and should be accompanied by an adult.

► You must clean all kitchen equipment, sweep and mop the floors after your event, and return all items to their original place. *Hint: It helps to take a picture so you can remember the prior arrangement!*

EMERGENCY SUPPLIES

We ask everyone to bring their own supplies for their event, but we understand it's hard to think of everything. If you're in a pinch, there are paper products under the kitchen sink, and miscellaneous office supplies in the gray cabinet near the handicap bathroom (*paper, markers, paper clips, tape, etc.*).

CLOSING THE BUILDING AFTER YOUR EVENT

We suggest you start from the back of the building for closing:

- ▶ If you used the kitchen or the handicapped-accessible entrance in the back, please make sure that door is locked. Make sure the switch on the upper left of the door is in the OFF position. Lock the door with the Hex key to the left. Instructions are printed on the left.
- ▶ Turn off bathroom lights.
- ▶ Return all equipment and supplies used to their original location.
- ▶ Return heat and AC to original settings. There are written instructions near each thermostat.
- ▶ Sweep and mop the floors.

In Harter Hall:

- ▶ Return tables and chairs and any other supplies used to their original location.
- ▶ Return the heat and A/C settings back to their original settings.
- ▶ Sweep and mop the floors.
- ▶ Turn off all lights.
- ▶ Make sure the front doors are locked when you leave. Use the Hex key and instructions to the left of the door to lock up. Wait until the door closes and then give it a little tug to make sure it shuts properly.

To assist with building use and closing after your event, there are signs placed in appropriate locations around the building. If we've overlooked anything, please let us know!

IMPORTANT:

DO NOT leave your leftover food supplies. We do not want to be responsible for disposing of them.
This is an automatic forfeit of your security deposit.

If you would like to contribute paper supplies or bottled water to our emergency supply, please leave them on the counter so we can store them appropriately.

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

EVENT INFORMATION | CONTRACT

NAME OF GROUP:

CONTACT PERSON:

EMAIL:

PHONE:

MAILING ADDRESS:

CITY | STATE | ZIP:

DESCRIPTION OF EVENT

Date of Event:

Time Needed: include set-up and breakdown

FROM TO

Event Open to Public *(for marketing)*:

FROM TO

of People Expected:

Fee to attend event: \$

Kitchen Use: YES ☐ NO ☐

Payment Method: Check only

WOULD YOU LIKE US TO HELP MARKET YOUR EVENT? ☐ YES ☐ NO *(Free service)*

☐ Post on our website. *(Please send your marketing materials in .jpg or .png format)*

☐ 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? *(Please note space is limited)*

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

DATE:

DATE OF EVENT:

OF PEOPLE EXPECTED:

NAME OF GROUP:

WAIVER OF LIABILITY | HOLD HARMLESS AGREEMENT

In consideration for use of The Wing Center:

Renters | Lessees agree to release, waive, discharge, and not sue The Wing Center (*aka 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 (COL): ☐ Attached

☐ My group does not have a COL

Note: Businesses, nonprofits, and some other entities are required to provide their COL. Individuals using our space do not.