

ROYALTON ACADEMY BUILDING
Rental Information- Please Read Carefully

Contact: **Sandy Conrad**
Telephone: (802) 565-0401

Rental Fee: \$ 30.00 per hour
\$ 60.00 minimum
\$ 250.00 for 24 hour period
A \$100.00 security deposit is required.*
Fees shall be paid two weeks in advance. **(Please make a separate check for the security deposit! Deposit will be returned upon inspection of building)**
Checks should be made out to the “**Royalton Academy Building**”

Mail all payments to:
Royalton Town Treasurer
ATTN: LuAnn Bingham
P.O. Box 680
South Royalton, VT 05068

Obligations of renter: At the end of the rental term the Lessor shall return the premises in a neat, orderly and clean condition.

- Tables and chairs shall be put back in order found.
- Remove all garbage that results from the event including the garbage in the restrooms. Lessee shall dust mop all floors, including the big room, hallway, kitchen and restrooms.
- Lessee shall be responsible for and liable to the Lessor for all repairs required as a result of damage caused by the Lessee or the Lessee’s guests.

Decorations may be attached to woodwork only with scotch tape. Use of thumb tacks is not allowed. Nothing is to be applied to the walls. Glitter, and smoke machines are prohibited.
Deposit will be returned upon inspection of building.

Non-Liability of Lessor: Lessee agrees to indemnify and hold harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the premises by Lessee and Lessee’s guests or agents, excepting, however, claims of negligent acts or defaults of owner in respect to the physical condition of the rented premises not caused or contributed to by Lessor.

Date: _____

Signature of Lessee

Please sign and return original with both checks to LuAnn Bingham Town Treasurer
Thank you for choosing the Royalton Academy Building for your event!

***All common areas should be left in a neat and orderly fashion. If they are not you will forfeit your deposit.**