

**APPLICATION/AGREEMENT  
FOR USE OF SPACE  
NON-PROFIT / VOLUNTEER GROUPS  
AT THE TOWN OF BENNINGTON'S FIRE FACILITY  
130 River Street, Bennington, VT 05201**

Applicant's name: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Email address: \_\_\_\_\_  
Organization/Business making application: \_\_\_\_\_

**NATURE OF USE:** (i.e. seminar, reception, meeting) describe fully including number of people expected, table and chair needs, etc. Please note: **NO ALCOHOL, SMOKING OR CANDLES ARE ALLOWED OR PERMITTED. THIS IS A PUBLIC BUILDING.** Applicant agrees that Applicant will abide by and conduct their affairs in accordance with the Town of Bennington's Facility Use Policy and all laws, rules, regulations, and ordinances, including those relating to alcohol consumption and smoking. Applicant shall not engage in or allow any illegal activity to occur at the Facility.

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**OBLIGATIONS OF APPLICANT:** At the end of the use term, Applicant will return the Facility in a neat, orderly and clean condition. Applicant will be responsible for, and liable to reimburse the Town, for any required cleaning and/or repairs to the Facility's building, equipment, grounds, furniture, and the like arising from use of the facility caused by Applicant and Applicant's guests and/or attendees.

**INDEMNIFICATION AND HOLD-HARMLESS:** Applicant agrees to indemnify and hold the Town, its officers, agents, and employees 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 Facility by Applicant and Applicant's guests, agents, or employees.

**INSURANCE:** Applicant will procure and maintain at their sole cost and expense, comprehensive general liability insurance in which the Town of Bennington is an additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. Applicant will furnish the Town with a certificate of insurance or a proof of Tenant User Liability Insurance prior to the Event. Homeowner's Insurance Companies may provide these required coverages.

Date of Use: \_\_\_\_\_

Time In: \_\_\_\_\_ A.M./P.M. Time Out: \_\_\_\_\_ A.M./P.M. Total Hours \_\_\_\_\_  
(Please include preparation and clean-up time)

Space Desired: (Please circle)

*\*Rear Entrance Vestibule      3<sup>rd</sup> Floor Meeting Room      Kitchen      Parking Lot*  
(For Youth Sport Sign-Ups)

Other Space: \_\_\_\_\_  
Signature of Applicant

**RENT AND KEY DEPOSIT FEES REQUIRED:\*\***

- **FOR NON-PROFITS AS FOLLOWS:**  
    \$50.00 Per Hour For Use of Room Space  
    \$150.00 For Use of Kitchen
  
- **FOR VOLUNTEER GROUPS AS FOLLOWS:**  
    \$25.00 Per Hour For Use of Room Space  
    \$150.00 For use of Kitchen  
    \*No Charge For Use of Rear Entrance Vestibule only
  
- **FOR USE OF BUILDING KEY:**  
    \$50.00 Deposit is required. Deposit will be refunded upon return of key.  
    Key fob can be picked up the day of your event at the Bennington Police Department Dispatch area and we ask that it is returned the same day.

**(SEPARATE PAYMENT IS REQUIRED)**

**PLEASE NOTE: WE WILL NOT ACCEPT DIRECT DEPOSIT FEES THROUGH THE TOWN OF BENNINGTON'S WEBSITE. TWO SEPARATE CHECKS WILL NEED TO BE ISSUED FOR FIRE DEPARTMENT ROOM RENTAL FEE AND KEY DEPOSIT.**

All fees are due in full before above event is held. Fees are made payable to the Town of Bennington and mailed or delivered to The Bennington Police Department, 118 South Street, Bennington, VT 05201. If payment is mailed, please include this form with check. A separate check is required for the key deposit and can be made payable to the Town of Bennington.

Fees Paid: Room use: \$ \_\_\_\_\_ Kitchen use: \$ \_\_\_\_\_ Key deposit: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

\_\_\_\_\_  
Approval of Fire Department Rep.      Date

\_\_\_\_\_  
Approval of Public Safety Director      Date