



TOWN OF STRAFFORD
P. O. Box 27
Strafford, Vermont 05072

Town Office 1-802-765-4411
Town Garage 1-802-765-4550

PROCEDURES AND RULES FOR USE OF THE STRAFFORD TOWN HOUSE

USE:

For public functions sponsored by Strafford organizations, groups, and individuals.
For private functions for Strafford residents and for non-residents.

Tax-deductible donations towards the preservation of the Strafford Town House are always appreciated.

FEES:

- Strafford town service groups (Lions, PTA, etc.): A deposit of \$125, which will be refunded if the user cleans the building after the event. (\$100 will be retained if not cleaned afterward.)
- Newton School: A \$100 cleaning charge, payable with signed Use Agreement.
- Cultural, non-profit groups: A \$150 fee, plus a (refundable) \$100 cleaning charge.
- Strafford resident weddings or similar events: A \$250 fee, plus \$100 cleaning charge.
- Non-resident weddings or similar events: A \$500 fee, plus \$100 cleaning charge.

RESERVATIONS:

- The Town House may be reserved May 1 through October 31. Please apply well in advance to ensure availability. Contact the Town House Overseer or the Town Clerk for availability.
- In the event that heat is necessary, there will be an added charge of \$15.00 per hour.
- Full responsibility for the Town House and its contents while in use rests with the person making arrangements or with an organization's designated representative.

OCCUPANCY:

- Maximum capacity for private functions is 200 persons, due to the structure's age.
- The gallery will not be available for use, except for the purpose of stage lighting.

SPECIAL REQUIREMENTS:

- Upon advance notice to the Overseer, every effort will be made to meet user needs.
- Furniture can be arranged by the Overseer to user's specifications, but may not be rearranged during the time of use. The antique furnishings are fragile, and we ask that they not be moved without the Overseer's supervision.

ADVANCE PREPARATIONS / REHEARSALS:

- A key can be made available for same-day rehearsals, but it cannot be kept overnight.
- Advance work, such as construction or painting of sets, shall be done off-site.
- The use of nails, staples, tape, or fasteners on woodwork, furniture, and walls is strictly prohibited. Any such damage will be charged to the named person on the agreement.

Effective May 2011

The Birthplace of Justin Smith Morrill and Site of the National Landmark Dedicated to his Memory

ENTERTAINMENT:

- Receptions are not permitted in the Town House or on the grounds.
- Activities harmful to the floor, such as dancing, will not be allowed.
- Smoking is prohibited at all times.

SECURITY:

- A constable should be hired by the user to control parking and traffic for any event involving more than 50 people.
- Events extending past dark must use portable lights at the front door. They are on the bottom shelf of the cupboard in the room behind the piano. Replace when finished.
- The Town House key is obtained from the Overseer, and it is to be returned at the end of the event to the Overseer, Town Clerk, or designated person. A fine of \$100 will be charged for failure to return the key. The key shall not be duplicated.

LIABILITY:

- Applicants agree to hold the Town of Strafford harmless from and to indemnify it against any claim or loss arising out of their use of the Town House.
- The Selectboard may require appropriate liability and casualty insurance to be obtained by individuals or organizations, naming the Town as the Insured.
- Any loss or damage to the building or its contents caused by the users will be restored or repaired by the Selectboard, and the user will be billed for any expense.
- Every participant in a Town House function is responsible for suitable conduct to help preserve this historic building in exchange for the privilege of using it.
- The Selectboard governs the use of the Town House, and any concerns about these guidelines may be brought to them by letter or in person.

AGREEMENT FOR USE OF THE STRAFFORD TOWN HOUSE

The Town House has been reserved for _____

Month _____ Day ___ Year _____ Time(s) _____

Required Fee: _____ Cleaning Charge _____ Total _____

Signed _____, Overseer

Stefanie H. Johnston, Overseer
Post Office Box 62,
Strafford, Vermont 05072
802-765-4057

PLEASE KEEP THIS DOCUMENT FOR REFERENCE



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Please sign and return this copy to the Overseer at P.O. Box 62, Strafford, VT 05072 – together with your check payable to the Town of Strafford – and details of any special requirements.

AGREEMENT FOR USE OF THE STRAFFORD TOWN HOUSE

Purpose _____

Date(s) and Time(s) _____

Name(s) _____

Address _____

Phone Number(s) _____

I/We have read the Strafford Town House Procedures and Rules and agree to be governed by them.

Signature(s) _____

Print Name(s) _____

Required Fee: _____ Cleaning Charge _____ Total _____

For Office Use

Payment received date _____ Amount _____

Payment received by _____

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