



Bristol Recreation Department

PO Box 249, Bristol, Vermont 05443

Phone: 453-5885; Fax: 453-5188; email: recdirector@bristolvt.org

www.bristolvtrec.com

Fee Schedule for Use of The Bristol Clay Studio

Contact Name: _____

Address: _____

Email: _____

Phone: _____

Event Date: _____ **Event Start Time:** _____ **Event End Time:** _____

FEES: All fees are to be paid **prior** to the event. Checks should be made payable to: **Bristol Clay Studio**

Birthday Parties: \$100 fee for use of the studio, equipment, and instructor for up to 1.5 hours. For every 30 minutes past 1.5 hour point an additional \$50 will be added. There is a \$10 per child fee for materials and costs associated with firing completed pieces. Maximum number of participants is 10. Minimum number of participants is 4.

Fee Schedule	Rate	Total
# of Attendees:_____	\$10 per person	
Base Fee	\$100	\$100
Additional time:_____	\$50 per ½ hour	

Grand Total: _____

General Terms of Rental Agreement:

1. In response to the COVID 19 Global Pandemic, physical distancing, hand washing, mask wearing and hard surface cleaning and sanitization protocols (according to the Centers for Disease Control) must be followed at all times. The Recreation Department will provide specific instructions to the primary contact person for the event.
2. There is no smoking in the building at any time. No open flames.
3. The service or consumption of alcohol within the venue or on the grounds is prohibited.
4. All events must conclude prior to 11p.m.
5. Absolutely no nails, staples, push pins or tape are to be used anywhere in the building.
6. If the floor becomes dirty from foot traffic or other, your group is required to sweep & mop the floor.
7. All trash generated by your event must be taken with you.
8. Any damages must be reported within 24 hours to the Recreation Department.
9. Children under the age of 18 must be supervised at all times.
10. Users are responsible for leaving the facilities and the grounds in the same condition they found them. (In the event of extraordinary damages (beyond normal wear and tear), users are responsible for all costs of repairs or cleaning)
11. Users will supply the Town of Bristol with a certificate of insurance.

12. All tables and chairs should be returned their original position.
13. Renter agrees that Renter will abide by and conduct its affairs in accordance with the Town of Bristol Facility Use Policy and all laws, rules, regulations, and ordinances, including those relating to alcohol consumption, noise, **physical distancing or mass gathering limitations by executive order**. Renter shall not engage in or allow any illegal activity to occur at the Facility.

I hereby agree to comply with the rules & regulations of the Selectboard governing the use of Howden Hall.

Signature: _____ **Date:** _____

Please contact Bristol Recreation Department one week prior to your event to go over security procedures and receive the lock box code.

Clay Studio Staff Signature: _____

Clay Studio Staff Name (print): _____