

**TOWN OF NEWFANE  
P.O. BOX 36  
Newfane, Vermont 05345-0296  
Tel. (802) 365-7772 – Ext.4  
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**TOWN OF NEWFANE  
WILLIAMSVILLE HALL USE POLICY**

1. The Williamsville Hall shall be available to all groups, organizations or individuals on a First come – first serve basis both public and private, with the prior consent and approval of the Administrative Assistant, and if there are concerns, the Newfane Selectboard.
2. All groups, organizations and individuals must reserve space with the Board's Administrative Assistant within a reasonable period of time prior to the intended use. Reservation does not constitute confirmation if the Board's Administrative Assistant determines that the request must be reviewed by the Board.
3. There is no charge for **Widely Advertised Community Events**, which means a free event that is open to all residents of the community and has been noticed in community media outlets. The security deposit will be waived on a case by case basis.
4. Rental fee is charged for every full day that renter has sole use of the Hall. The fee for use of the Williamsville Hall is as follows:

**Summer: May 1 – October 15**

- **No charge for memorial services for Newfane residents**
- **Newfane Residents activities - \$100.00/day**
- **Non-resident activities - \$200.00/day**
- **An hourly rate will be available for Newfane residents only at \$15.00 an hour for a minimum of 2 hours up to a maximum of 4 hours in the downstairs area of The Hall only**

**Winter: October 16 – April 30**

- **Newfane Residents activities - \$150.00/day**
- **Non-resident activities - \$250.00/day**
- **An hourly rate will be available for Newfane residents only at \$15.00 an hour for a minimum of 2 hours up to a maximum of 4 hours in the downstairs area of The Hall only**

All renters are required to leave a **security deposit (paid by separate check)** to assure proper use and clean-up of the Hall. Extended or Regular basis use may contract on a case by case basis.

5. Those using the Hall are expected to pay a rental charge at least ten days prior to the date of use.
6. **A Security Deposit of \$200.00 shall be paid** (*by separate check*) within ten days of the event to confirm the rental date. The security deposit will be returned after the checklist has been reviewed and it is determined that no damage has been done and no extra cleanup is required. The property shall be returned to the original condition, all trash generated shall be removed, the property of the lessee shall be removed, facility shall be cleaned, and heat, water, lift and lights shall be in order. Any damage assessed will be deducted from the security deposit. Any extra cleanup will be performed by paid staff and **will be deducted from the security deposit at the rate of \$25.00 per hour.**
7. If any alcohol is to be served on the Williamsville Hall premises the *Renter* agrees to release the Town of Newfane from any and all liability or damage resulting from such offering or consumption and present the following evidence of insured coverage for such. Acceptable evidence to be one of the following:
  - a. Rider on Homeowners policy for special coverage for the date involved; OR
  - b. Evidence that a caterer with a current Vermont approved liquor license has been hired; OR
  - c. Certificate of special coverage liability insurance, is available through [VLCT@tulip.onebeaconentertainment.com/tulip/apply.aspx](mailto:VLCT@tulip.onebeaconentertainment.com)
  - d. To apply please enter this vendor number: **0406-194**
8. Any music provided for an event while using the Williamsville Hall shall cease no later than 11:00 p.m. on the evening of the event.
9. For gatherings larger than 50 people, traffic control is to be secured by renter and parking for cars in excess of on-street capacity is to be provided. Maximum number of people allowed for use of the building is 125.
10. Use of the facilities may be revoked at any time for failure to abide by rules and procedures as described on the Use Agreement.

Revised: Tuesday, March 15, 2022