

## Rental Fees

**Rate:** Rentals shall be charged at \$30.00 Per Hour for Residents and \$35.00 Per Hour for Non-Residents.

**Alcohol Permit:** If applying for an alcohol permit from the selectmen's office there shall be an additional non-refundable \$50.00 alcohol permit fee.

**Kitchen Use:** There shall be an additional non-refundable fee of \$50.00 for use of the kitchen to cook or prepare food using the building's appliances and/or utensils. (with the exception of the previously mentioned coffee maker and refrigerator use)

**Set-up & Clean-up Time:** There will be an uncharged allowance of 30 minutes directly before the event and 30 minutes directly after the event for set up and clean-up. If clean-up is not completed by the designated time an additional hourly fee will be charged.

**Payment in full is due with the rental application.** If the application is denied by the Town for any reason, all payments will be returned promptly.

### **Security Deposits:**

There is an additional security deposit of \$50.00 per rental. All security deposits are due with the rental application and must be submitted separately by check or cash and **include a self-addressed stamped envelope for return.**

### **Security Deposit Returns:**

The building shall be inspected for contractual compliance after the event and cleanup is concluded. If the renter has not complied, they shall forfeit their security deposit. If the renter has complied, their security deposit shall be mailed back to them the following business day. Checks shall be mailed "voided".

### **Damages to the Building:**

Any damages to the building outside of the scope covered by the security deposit shall be handled separate from regular usage procedure using insurance and legal action, if necessary.

### **All of the following must be submitted with a rental or scheduling request:**

- A completed Rental Agreement or Facility User Permit.
- A completed Alcohol Permit (if applicable).
- Payment in full.
- A Certificate of Insurance for 500,000.00 naming the renter or user group as the insured and naming the Town of Troy as the "Certificate Holder".
- Any other required payment or documentation.