



The Brandon Town Hall has served as a landmark in Brandon for years. The intention is to preserve the building as a historic center for the presentation and promotion of the performing arts and activities that celebrate our sense of community.

We ask that you have respect for each other, our facility and our community.

Upstairs Seating Capacity:

200 (chairs can be arranged as needed, please return to original configuration)

General Terms of Rental Agreement:

1. There is no smoking in the building at any time. No open flames, mist or fog machines.
2. **Absolutely no parking in residential/private driveway directly west of the Town Hall Property**
3. **The service or consumption of alcohol within the venue or on the grounds is prohibited without permit.**
4. **BALCONY IS CLOSED TO THE PUBLIC – May only be used for tech by special permission.**
5. All events must conclude prior to 11p.m.
6. No nails, staples, push pins or tape are to be used anywhere in the building.
7. If the floor becomes dirty from foot traffic. Your group is required to sweep & mop the floor.
8. **All trash and recycling generated by your event must be taken with you.**
9. Any damages must be reported within 24 hours to the Recreation Department.
10. Please use the lift responsibly.
11. A damage deposit of \$100 is necessary prior to any event and should be included with your application. The deposit will be returned after inspection of the Hall.
12. Users *may* be required to provide a constable or police officer to maintain order during a planned event. In this eventuality, users are responsible for the associated expenses.
13. Children under the age of 18 must be supervised at all times.
14. **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**
15. Users **MUST** supply the Town of Brandon with a **certificate of insurance**. There is an option to purchase event insurance through the town's insurance company. *Please inquire if needed.*

**Questions? Contact Bill Moore (802) 774-8135
community@brandonvermont.gov**