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RENTAL AGREEMENT

Client Information

Event: _____
Booking Contact: _____
Address: _____
Phone #: _____ Email: _____

Event Information

Date of Event: _____ Date Booked: _____
Start and End Time of Event: _____
Type of Event: _____ Number of Guests: _____
Client/Caterer Arrival Time: _____ Client/Caterer Exit Time: _____
Space Being Used: _____
Setup Notes: _____

Tables: _____ Chairs: _____ Projector Client Laptop Podium Microphone

Notes: _____

Vendor Information

Caterer: _____ Arrival Time: _____
Bar Service _____ Arrival Time: _____

Payment

Site Rental Fee: _____ hrs @ _____ \$/hr = _____ total; Discounts: _____ Net total: _____

Additional Charges (staffing, etc.): Any additional hours needed will be rented at the hourly rate of \$XX per hour

RENTAL RATES:

DAY TIME (10am-5pm): \$50/hr (\$25/hr 4hrs+) EVENING (5-9pm: \$100/hr (\$50/hr 4hrs+)

GENERATOR MEMBERS: No Charge for Free events-Max 3hrs; Events over 3hrs or if member is charging attendees: \$25/hr

Estimated Total: _____

Deposit To Hold Space: _____

Estimated Balance Due After Event: _____

Please note your rental fee will increase if you and/or your vendors need access to the space before and/or after your contracted start and end times.