



40 Sears Lane,
Burlington VT 05401

Chris Thompson
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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

DAY TIME RENTAL RATE: \$50/hr (\$25/hr 4hrs+). EVENING RENTAL RATE: \$100/hr (\$50/hr 4hrs+).

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.



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Generator Event Guidelines, Rules, and Obligations

1. In all advertising, invitations, and signage for events please refer to the location of your event as "Generator".
2. 50% of your site rental fee is required to confirm your reservation. This deposit is nonrefundable, but is transferable to another function rental up to five days before your event. After five days, the deposit can not be transferred forward. The remaining 50% will be determined after all guests and vendors have left the Generator. Rentals over the contracted time will billed at an hourly rate. The Event Manager will contact you with that amount following your event.
3. Per Vermont law, Generator cannot allow clients to bring in their own alcohol. You must make sure the bar service you chose carries the required million dollar liquor liability policy required by the City of Burlington. Please note your provider must file for an off-premise permit no later than 15 days prior to your event.
4. The space is rented as a mostly bare space. Additional tables and chairs, along with china, flatware, and linens will need to be rented from Vermont Tent Company and must be set up by either you or your caterer. In order to minimally impact gallery operations and other events, please coordinate delivery and pre and post event storage with the Event Manager. At the end of the event, all rentals must be returned to where they were found.
6. All loading should be done through the rear of Generator off of Sears Lane. Vehicles must be parked in designated Generator spaces. You are responsible for conveying this to your vendors.
8. It is your and your vendors' responsibility to leave the facility in the condition in which it was found, including the kitchen. Generator is not responsible for loss or damage to items left unattended. In addition, you are responsible for the cost of repairing or replacing any piece of Generator property damaged during your event or setup/tear down done by you, your vendors, and/or your guests. No permanent or temporary alterations, modifications, or changes may be made by you or your vendors to any features of the building without the explicit permission of Generator staff.
11. Comply with all applicable federal, state, and local laws.

12. Please schedule a site visit with the Event Manager about 2 weeks prior to the event to go over set-up and details. It is suggested your caterer come as well. Set-up details must be finalized with the Event Manager no later than one week prior to the event.

13. It is you or your service's responsibility to provide an adequate number of door persons to check for proper proof of age and monitor consumption. Generator staff reserve the right to remove or require you to remove guests taking part in illegal or destructive behavior including, but not limited to, underage drinking, destruction of Generator/Vendor property, and negatively impacting the safety of Generator collections or staff. You must provide one responsible adult per group of 10 children or students under 21. At least one of these people needs to be an adult advisor if this is a student event including colleges and universities.

14. Assume responsibility for ensuring the safety and well being of your vendors and guests. Release, defend and indemnify the Generator, its employees, agents and representatives from any liability for any type of claim for personal injury, wrongful death or property damage, or for the loss or theft of personal property relating to the location of the event at Generator. This release and indemnification by the User shall include any such claims that may be made by the User, its employees or agents, or participants, patrons or attendants at the User's event. For purposes of this Agreement, the term Generator shall include all rooms, studios, shops, the restrooms, the exterior parking lots, the entrances and exits and any other portion of the facility.

15. The Generator is a multi-use facility members and their guests will be present in the studios shops and common areas and, at any time, other events and/or public programming may be going on in the spaces you have not rented.

Christopher Thompson
 Generator Executive Director Date

 Client Date