



The Thompson

Your resource to age well

Application & Contract for Rental of the Senior Center Building

Applicant Organization: _____

Contact Person: _____

Address: _____

Telephone: _____ Email: _____

Day/Date Desired: _____ Time Desired: _____

Room(s) Desired: _____

Need Kitchen?: _____ Estimated Number of attendees: _____

Do you have Insurance? _____ Insurance Company _____

NOTICE: The Woodstock Area Council on Aging, Inc. its Board of Directors and employees are not in the business of manufacturing, selling, distributing, serving or furnishing alcoholic beverages. Should you choose to have alcoholic beverages in connection with your use of the facility, it is expected that you or your organization have read and will comply with the laws and regulations of the State of Vermont concerning the use of alcoholic beverages. Under no circumstances will the Woodstock Area Council on Aging, Inc. or the Senior Center be responsible for your use of alcoholic beverages. It is recommended that you consider the purchase of appropriate insurance coverage should alcoholic beverages be made available by you during your function.

In consideration of the rental of the building, you also agree to indemnify and hold harmless the Association, its Directors and/or Officers from any and all causes of action, claims, demands, damages, costs, expenses, and legal fees, which may arise, directly or indirectly, out of your rental of the facility. Further, you also agree to be held responsible for all damages or injury to the building or its contents during the rental term, as well as any costs, expenses, and legal fees incurred in enforcement of the terms of this agreement. A deposit as shown on the Rental Fees list is required to insure the building is left clean and neat.

If approved by the Thompson Senior Center, this application shall become the rental contract and shall incorporate the rental terms and closing procedures attached hereto.

Renter's signature: _____

Approved by: _____ Date: _____

Rental Fee: \$ _____

Security Deposit: _____

(Security deposit will be returned after the event if the Center is left clean and undamaged).

Amount Due: \$ _____

99 Senior Lane, Woodstock, Vermont, 05091
Phone: (802) 457-3277 Fax: (802) 457-1259
www.thompsonscenter.org
info@thompsonscenter.org



The Thompson

Your resource to age well

RENTAL FEES

Type of Meeting:	Fee:
1. <u>MEETINGS</u> – Conference room	\$40.00 (up to 2 hour meeting)
2. <u>SOCIAL GATHERINGS</u> – Dining Room/Living Room	\$175.00 (with Kitchen use) \$75.00 (no Kitchen use)
3. <u>COFFEE AND TEA and supplies</u>	\$15.00 (first 20 people) \$5.00 (each additional 10 people)
SECURITY DEPOSIT due with reservation	\$100.00

Please write a separate check which will be returned after event if the Center is left clean and undamaged

TOTAL AMOUNT DUE \$_____

RENTERS MUST LEAVE THE CENTER IN THE SAME CONDITION IN WHICH THEY FOUND IT. See rental terms document and closing procedures.



The Thompson

Your resource to age well

CLOSING PROCEDURES FOR RENTERS

1. Sweep and vacuum floors – broom and dust pan in kitchen, vacuum in coat closet.
2. Remove trash and recyclables and place in appropriate bins in the Thompson maintenance shed. Do not put any items in the dumpsters belonging to Heritage Condos.
3. All lights must be turned off, especially sidewalk and porch lights, (light switch on wall above the inboxes at front desk).
4. Lock all exterior doors. To lock front door, lift the handle to secure the lock after you have turned the key. Leave the key on Shari's desk in the foyer near her computer.
5. If using the kitchen make sure fans, dishwasher, ovens & burners are turned off and all faucets are off.

The Center must be left in the way in which you found it or the deposit will be forfeited. Call Shari at 457-3277 with questions during our regular business hours, Monday through Friday, 8am-3pm. In case of any issues with the building during off hours, please call Executive Director, Deanna Jones, at 457-8120, or (603) 540-3448.

Keep this document for your reference and return with the key after your event.

I, _____, representative for _____, the renter of the Thompson Senior Center have received, reviewed and accept the terms of this document outlining the closing procedures.

Signature

Dated



The Thompson

Your resource to age well

RENTAL TERMS ~ Read Carefully

Contract/Payment

Contract is to be endorsed and delivered with full payment no later than one week prior to the function to The Thompson Center. Business hours are Monday thru Friday 8 AM to 3 PM. Checks are to be made payable to: **The Thompson Center**

Entering

The key will open all exterior doors. Be sure to get instructions for the automatic door to the living room before trying to use it. Please make it known at time of booking if you need to enter the facility prior to the scheduled function to set up.

Parking

Our main parking lot is across the street between Senior Lane and Route 4. We have about 8 spaces in our own handicapped lot to the West of our building. Please do not park in the Heritage Condo lots near our building or in the back.

Senior Center Property

Dishes, bowls, and silverware may be utilized during the rental function if you have paid for Kitchen Use. Under no circumstances may the Thompson property leave the premises.

Restricted Areas

The second floor office area and all computers are restricted from use. These areas are kept locked. Should you find them open, please respect the restriction and leave undisturbed. The piano is restricted from use unless prior arrangements have been made at time of booking.

Internet

The "Thompson Guest" Wifi does not require a password and is available for your use.

Kitchen

Please make it known at time of booking if the function requires use of the stoves or the dishwasher. See attached instructions for kitchen use and be sure to walk through procedures with a staff member.

Decorating

Please refrain from placing tacks, tape, nails, etc. on the walls or columns. Any violation discovered by Rental Agent will result in a forfeiture of the deposit.

Liquor Liability

Under no circumstances will the Woodstock Area Council on Aging or the Senior Center be responsible for your use of alcoholic beverages. You should purchase appropriate insurance coverage should alcoholic beverages be made available by you during your function and for BYOB events it is still highly recommended that you purchase liquor liability insurance.

Damage

You are responsible for cleaning the premises at the conclusion of the function and are responsible for all damages that occur during the rental. **A \$35 per hour rate** will be charged for any cleaning or repairs required to return the facility to its former condition.

Conclusion of Use

Upon leaving the premises all areas must be clean, floors swept and cleaned of spills, stoves off, lights off and all doors locked. Please refer to **Closing Procedures for Renters**. Return all tables, chairs and furniture to their original position. Security deposit will be returned via postal mail, pending facility condition is satisfactory.

Questions

Any questions regarding the Rental Terms may be directed to the following staff:

Deanna Jones or Shari Borzekowski (802) 457-3277.



The Thompson

Your resource to age well

KITCHEN INSTRUCTIONS

Operating Coffeemaker

The coffee maker needs to be turned on in the back. If you reach around to the back left corner, you will notice a toggle, switch to the up position. Wait for the green light in order to have hot coffee, about 20-30 minutes. Put paper filter inside plastic basket, fill with pre-measured coffee, and press "On/Off" to turn on the burner and press "Start" ONLY ONCE! Water is piped in—do not add water to the machine.

The green light will go on and off. If Tea water is desired, you can use the red spout on the front as long as the green light is lit. Please turn off the machine when you're done.

Operating Stoves

There are 3 ovens. The single Vulcan is only a cook top. To turn on the double oven, press the toggle switch up to turn on the oven. The left toggle is the blower which you can set hi or low. It is the same for lower oven. The shelves can all be adjusted.

Operating The Dishwasher

If the dishwasher is not already put together, put the long silver plug in first in the hole toward the front of the basin. The strainer goes in the back wall of the basin. Lay in the basket on top.

DO NOT use the small sink opposite the double sink. It has a slow draw and will back up all over the floor. Use the double sink or the one next to the dishwasher.

Cleaning floors

There is a broom and mop for the kitchen in the back room by the kitchen exit. The bucket is there also. The cleaner is on the wall by the double sinks. Press the gray button up and fill bucket. The water is automatically dispensed with the cleaner.

Trash

The trash bags are on the shelving in the back room. All trash should be taken to the shed outside the kitchen fire door.

Before you leave:

- *Please check all stoves.
- *Make sure the dishwasher is turned off.
- *Make sure all trash is out.
- *All floors should be swept and washed if necessary.
- *Check all windows are closed and locked.
- *Check all doors are locked.