



# 58 Barre St. (MSAC) Kitchen Rental Inquiry

When complete, please submit form to Janna Clar, [jclar@montpelier-vt.org](mailto:jclar@montpelier-vt.org)  
or drop off/mail to her at MSAC, 58 Barre Street, Montpelier, VT 05602

<b>Name of organization (if applicable)</b>	
<b>Contact name</b>	
<b>Title (if applicable)</b>	
<b>Used a commercial kitchen before?</b>	Yes___ No___ Comments:
<b>Mailing address</b>	
<b>Physical address, if different</b>	
<b>Phone number</b>	
<b>Email</b>	
<b>Website (if any)</b>	
<b>Day(s) of week and dates needed</b>	Any recurrence? Yes___ No___
<b>Times needed (detailed)</b>	
<b>Number of personnel to use kitchen</b>	
<b>Purpose of rental and type of food production/contract</b>	
<b>Name of customer (if applicable)</b>	
<b>Customer category (select)</b>	Government___ Non-profit___ Private___ Not sure___
<b>Quantity of meals/food to be produced</b>	
<b>Frequency</b>	One time___ Daily___ Weekly___ Other___
<b>Type of meals /food expected to be produced</b>	Hot___ Cold___ Frozen___ Bagged___ Combination___ Other (please explain):___
<b>Kitchen equipment needed</b>	
<b>How much refrigeration is</b>	

needed and for how long?	
How much food storage is needed and for how long?	
Are any meal service equipment or supplies needed?	
Is dining or event space needed? (If yes, please describe; separate rental fees apply)	
Is there anything else you'd like us to know about your intended use of the kitchen?	
Do you have any questions for City staff about the facility?	

*You will be contacted by staff to discuss your rental inquiry. Your rental is not confirmed until a rate is agreed upon in writing, a walk-through has been completed and any required information has been received. If new to our commercial kitchen facility, an equipment and security orientation must be conducted. A list of available equipment is available by request, and the kitchen is licensed and inspected by the State of Vermont Department of Health. All COVID-19 health and safety guidelines, plus rules and procedures on following pages, must be followed.*

<i>Signature</i>	
<i>Date</i>	

**Office Use Only:**

Date received		Payment amount due	
Date entered in RecTrac		Invoice date, number	
Permission Granted		Payment Type and date	
Notes			

# Rental Rules and Procedures rev. 2/3/2020

City of Montpelier, Community Services Department

**Note:** additional procedures for kitchen opening and closing will be shared at the time of required orientation.

## KEYS, SAFETY & SECURITY

If necessary, the user will be provided with a key(s) or temporary keypad combo to the facility as well as instructions for activation of automatic push door and/or elevator access. Copies of the keys may not be made, and the user must keep them in his/her possession until returned to the office. Combos may not be shared and will be deleted after rental date. Use of key and space may be subject to a security deposit. The user should monitor unlocked entrances to prevent entry by unauthorized persons. Children must never be left unattended in any part of the facility. The user must familiarize him/herself with the layout of the facility and the locations of exits and fire extinguishers. Users should inform the participants in any program or event of fire exits prior to the beginning of the event.

## SETUP & CLEANUP

The user is responsible for setup and breakdown of all additional tables and chairs used at functions which are not already in use in the facility. All furniture shall be placed back in its original position unless prior arrangements have been made. Use of any equipment other than tables and chairs must receive prior approval of Staff and may be subject to a security deposit or additional fees. Users who need to bring in equipment or staging must make prior arrangements, and must abide by times set out in the Agreement for setup and removal of such equipment. Only non-destructive adhesive may be used for the hanging of any signage or decorations. Any notices regarding a function or event must be given to Staff for posting.

## WASTE AND RECYCLING

All substantial garbage and recycling must be removed from the Facility and placed in the outdoor dumpster immediately after any function. Montpelier Parks are carry-in, carry-out, and meaning that all items must be removed. Failure to do so will result in the user paying for garbage removal.

## PARKING

MSAC does not provide parking spaces for Room Renters during business hours (Mon-Fri 9-4). Outside of regular business hours, Room Renters may use the 22 spaces clearly marked with signs that say: "MSAC Parking Only." Please DO NOT use tenant parking or park along the adjacent building. No spaces are provided for Recreation Department rentals. On-street parking is available on nearby residential streets (Hubbard, Wilder, Msgr Crosby and Barre Street), Stonecutter's Way, and throughout the down City area.

## LIABILITY AND DAMAGES

Damage to property caused by the user, any contractor or employee of the user, or any person attending the event sponsored by the user, is the user's responsibility. Any damage, cleaning, or replacement costs resulting from the use or misuse of facilities, equipment, furniture or fixtures will be charged to the user. Services of police or firemen to satisfy the requirements of State statute or local ordinance, or for any other reason, shall be arranged and paid for by the entity contracting to use the building. Any personal or group property left on premises shall be at your own risk and only with prior permission.

Renter agrees to indemnify and hold the City, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the Facility by Renter and Renter's guests, agents, or employees.

If applicable, Renter may be asked to procure and maintain at its sole cost and expense, comprehensive general liability insurance in which the City of Montpelier is an additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. Renter will furnish the City with a certificate of insurance prior to the event.

**ALCOHOL**

If alcohol will be furnished, served or consumed at the event (with the express written consent of the City of Montpelier and in accordance with all existing City policies, ordinances, and laws, Renter agrees to the following additional terms:

- A. An additional security deposit of \$250 is due at the signing of this Rental Agreement. This payment shall be made by separate check, which shall be returned 10 days following the conclusion of the Rental.
- B. If Renter will furnish or serve alcohol at the Event, Renter will procure and maintain, at its sole cost and expense, liquor liability insurance in which the City of Montpelier is an additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. Renter will furnish the City with a certificate of such insurance prior to the event.
- C. If Renter will contract with a caterer or other third party to furnish or serve alcohol at the Event, such caterer or third party shall procure and maintain at its sole cost and expense comprehensive general liability insurance with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate, and liquor liability coverage insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. City and Renter shall both be named as additional insureds. Renter will furnish the City with a certificate of such insurance prior to the Event.
- D. Host liquor liability coverage may be substituted when alcohol is consumed and not sold at the Facility with the prior written approval of the City. The City shall be named as an additional insured on the host liquor liability insurance.
- E. Renter and/or Renter's guests shall not provide alcohol to persons under the age of 21 or to persons who are already intoxicated or are apparently intoxicated. Renter and/or Renter's guests shall require proof of age of all persons prior to serving them with alcohol.
- F. Renter acknowledges that the City does not condone the irresponsible use of alcoholic beverages. It shall be Renter's sole responsibility to monitor the use of alcoholic beverages by Renter's guests.

***By signing below, you agree to all policies outlined in the Rental Rules and Procedures.***

<b><i>Signature</i></b>	
<b><i>Date</i></b>	