

**Building a Better Brattleboro
Robert H. Gibson River Garden
Event Organizer Agreement**

Organizer Name: _____ Date of Birth _____

Organization: _____

Address: _____

Phone: _____ E-mail _____

Event (Purpose): _____

Event Date: _____ Start Time: _____ End Time: _____

The organizer (“Organizer”) as noted above agrees to the following conditions for use of Building a Better Brattleboro’s (“BaBB”) Robert H. Gibson River Garden (“Facility”) at 157 Main Street in Brattleboro, Vermont:

1. Organizer is responsible for set-up and clean-up of the Facility. (See USER'S MANUAL in left hand drawer of counter near back for complete information)
2. Organizer agrees to pay a use fee of _____ together with a damage/cleaning & key deposit of \$300 for use of the Facility during the Event noted above. The Facility will be reserved only upon receipt of a completed event agreement and all fees and deposits.
3. Cancellations 30 days prior to Event will receive a full refund. Cancellations at least 14 days prior to event will receive a refund less \$50. Cancellations with less than 14 days notice shall receive no refund of the use fee.
4. If the Facility is not left in the condition specified in the USER'S MANUAL, Organizer agrees to pay BaBB at the rate of \$50/hr, with a minimum of \$25, for any necessary cleaning and the actual costs incurred for any repairs. Organizer agrees that this may be deducted from Organizer's damage/cleaning deposit at BaBB's sole discretion and that Organizer shall be responsible for any such costs in excess of the deposit.
5. Organizer is responsible for conduct of its agents and representatives and of event participants and for any personal injury or property damage cause by them. Organizer shall indemnify BaBB and its agents from any liability for personal injury and property damage or loss.
6. Organizer agrees to provide and keep in force during the Event a commercial or personal general liability insurance for personal injury, death and property damage occurring in, upon or about the Facility, with limits of not less than \$1,000,000 per occurrence, naming BaBB as additional insured, protecting BaBB and Organizer against loss, cost or expense by reason of injury to or deaths of persons, or damage to or the destruction of the Facility, by reason of the use and occupancy of the Facility or by the Organizer, its agents, employees and invitees. The policy shall be provided by reputable companies licensed to do business in the State of Vermont and in a form satisfactory to BaBB.

