



ALL SOULS INTERFAITH GATHERING, INC.

Event Facility Agreement

Emergency Info: Call 911, Location: 291 Bostwick Farm Road, Location Phone: (802) 985-3819
Meach Cove Office: (802) 985-9218. Fire extinguisher locations are located near the kitchen phone.

Individuals and groups granted permission to use the All Souls Interfaith Gathering facilities are responsible for understanding and agreeing to the following rules and regulations:

1. Permission to use the facilities is valid only for the date(s) and times indicated on the Rental Agreement. No items are to be stored in the building before or after the event except with express permission. Rental times begin at 9:00 a.m. and end no later than 10:00 p.m.
2. Commercial General Liability Insurance is required for classes with movement.
3. All bar service vendors are required to send ASIG a copy of their Catering Liquor License. The bar is to be closed 30 minutes before the event is scheduled to end. Alcohol service is not to exceed a total of six hours.
4. Caterers are to send ASIG a copy of their Catering License. No food or beverage is permitted in the Sanctuary with the exception of bottled water.
5. All rented areas are to be left in broom swept condition and all equipment, tables, and chairs are to be returned to their proper locations. The kitchen area and equipment is to be left in the condition you found it in.
6. Use of any outdoor advertising, signs, banners, etc. requires approval from the ASIG Events Coordinator.
7. Clients may use art gallery hanging system throughout the Gathering Hall and Sanctuary Foyer to display any decorations or other items on the walls.
8. When applicable, the Guidelines for Photographers, Musicians & Caterers will be distributed by the User.
9. The fireplace may not be used at any time.
10. Smoking is prohibited in the building and is only allowed in the designated area(s) outside.
11. Please park in designated areas. There is Special Needs parking in front of the building. Overflow parking is located in the field next to the Labyrinth.
12. ASIG property begins with the Labyrinth on the East, the edge of the parking lots on the North and South side and on the West side (see site map for property boundaries).
13. I understand that I will be billed for any and all actual costs of repairs and/or damages to the ASIG building and/or grounds.

Thank You!