

Today's date		
Your name		
Phone #		Email
Address		
Event contact if not you		Their phone # Their email
Event Purpose		
Preferred date/time		from am/pm, to am/pm

Instructions: Use fee is \$100. Submit the completed form to the President of the Historical Society who will coordinate use of the building and provide confirmation. Once your event date is confirmed, submit a check for \$100. made payable to Bakersfield Historical Society Corporation for your event.

Use: Priority will be given to Bakersfield residents, and on a first come, first served basis. The use fee applies to all functions, however the fee is waived for bereavement events on behalf of deceased Bakersfield residents. The building is closed and winterized in November to open again for March Town Meeting Day. This is a no smoking, no vaping, no alcohol, no drugs and no weapons facility.

Areas not available for public use are the office and storage areas.

Due to insurance guidelines and restrictions, an active member of the Historical Society is required to be present during any use of the building. Items from our collection are on display for viewing only.

Event: If you serve food, all food should be cooked off-site before your event. If you don't have a caterer, you will need to set up, serve, break down and clean up after the event, including bagging all trash and recycling. We do not provide food, drinks, servers or clean-up at this time. You are welcome to use the electricity, use crockpots to keep foods warm, store items in the refrigerator and on the counters, and use the stove using all ordinary safety precautions. After your event, please tidy the kitchen, restore tables and chairs to the original setup and take all trash and recycling with you.

Provisions You will need to provide your own food, drinks, ice, paper goods, table coverings, table settings and drink ware, decor, trash can liners and any dishwashing supplies.

BHS Member A member volunteer will attend your event to address any issues, monitor the collections and lock the building after your event, as required by our insurance. They will meet you at the agreed upon set up time to unlock the building and turn on the lights, etc.

Other: Our basic expenses for fuel, electricity, water and insurance are about \$7000/year. We welcome your donations towards these costs. Please consider joining and volunteering!

www.historicbakersfieldvt.org - ph 802-827-3042 [9-5 M-F only, please]

Email; info@historicbakersfieldvt.org * Use fee effective Jan 1 2023