



TOWN OF GLASTONBURY



RIVERFRONT COMMUNITY CENTER ROOM USE/RENTAL CONTRACT 300 Welles Street Glastonbury, CT 06033 860-652-4640 Fax: 860-652-7691

Name of Group/User _____ Event _____ Event Date (s): _____

Rental Group: A (Town Organizations/Depts.) B (Glastonbury Non-Profit) C (Regional Non-Profit) D (Private)

Start time: _____ A.M. P.M. End Time: _____ A.M. P.M. **MUST INCLUDE SET-UP AND CLEAN-UP TIME**

Contact Name: _____ Phone #: _____

Fax #: _____ E-MAIL: _____

Address: _____ Town/City _____ State: _____ Zip Code: _____

Alternative Contact: _____ Phone #: _____ E-MAIL: _____

Room (s) Requested: _____ Number of Attendees: _____

Food Caterer: _____ Approved: Yes No Kitchen Supervisor Required Yes No

Alcohol Caterer: _____ Approved: Yes No Event Supervisor Required Yes No

FEES & CHARGES

I agree to pay the fees and charges in accordance with the Fees & Charges Schedule B, established annually by the Town of Glastonbury. If my organization qualifies for a room rental fee waiver, I agree to pay all other associated fees as stated and outlined in the Fees & Charges Schedule B. I understand that all charges are by full hour of use including set-up and clean-up. Users, attendees and/or contracted entities arriving prior to or staying beyond the scheduled time will incur additional hourly fees. _____ (Initial)

Room Rental Fee: \$ _____

***Rental fees do NOT include required**

Refundable Security Deposit:

Add'l Room Fee \$ _____

insurance for Community Room rentals.

\$ _____

Event Supervisor: \$ _____

Deposit will be refunded within

Custodian: \$ _____

30 days following the event provided

Kitchen: \$ _____

no additional charges, damage or

Patio: \$ _____

excess cleaning were required.

Other Fees: \$ _____

TOTAL CHARGES: \$ _____ - Room Deposit: \$ _____ = BALANCE DUE: \$ _____ DATE DUE: _____

(See Below)

(25% of Total Charges is required with signed contract in order to book Community Room. Payment in Full is required with signed contract in order to book all other rooms.)

PAYMENT IN FULL PLUS REFUNDABLE DAMAGE/CLEANING DEPOSIT ON COMMUNITY ROOM RENTALS ARE DUE 120 DAYS PRIOR TO EVENT DATE.

The following agreement (“the Agreement”) is made this _____ day of _____, _____, Between _____ (“Building User”) and the Town of Glastonbury (the “Town”) and is intended to establish the responsibilities of the Building User as follows:

RESERVATIONS, BUILDING USE & ADMINISTRATIVE POLICIES: (SCHEDULES A, C & D)

All policies as set forth in Schedule A: Reservations, Schedule C: Building Use Policy and Schedule D: Administrative Policies will be strictly adhered to.

I, _____, representing _____, have received, read, understand and agree to comply with the Town of Glastonbury’s Reservation, Building Use & Administrative Policies as described in Schedules A, C & D.

Signature: _____ Print Name: _____ Date: _____

KITCHEN USE:

The use of the commercial kitchen must be requested at time of application and appropriate fees will be charged. ***The kitchen can only be used by Town of Glastonbury Approved Caterers.*** Kitchen use is limited to the appliances in the serving area including the ovens, microwave, sinks, counter tops, ice machine, reach-in refrigerator and freezer units and dishwasher. (Kitchen rental does not include use of our Walk-In Refrigerator /Freezer). The building user is responsible for understanding the kitchen user’s role, responsibilities and obligations. Kitchen use policies are strictly enforced.

**See Rental Agent for a copy of the Approved Food Caterers and Alcoholic Beverage Permitted Caterers Policies, Procedures and/or Kitchen Use Polices.*

ALCOHOL SERVICE AND CONSUMPTION:

The consumption of alcohol is only permitted in the Community Room, Exercise Room when attached to Community Room Rental, and adjacent patio. No alcohol is allowed outside the designated service area or any common areas of the building. Any person or group granted a temporary permit must engage a Town-employed and approved Event Supervisor for all events where alcohol is served. The building user must provide notice of at least two (2) business weeks prior to the event date of their intention to serve alcohol. The Alcoholic Beverage Caterer ***with a valid Connecticut Caterer Liquor Permit and required insurance must be the designated server.*** All alcohol MUST be served, poured, and provided by the Approved Alcoholic Beverage Caterer and/or his or her staff only. Possession and consumption of alcohol shall be in strict compliance with applicable State law. The building user is responsible for understanding the alcoholic beverage provider’s role, responsibilities and obligations. The Town reserves the right to limit or deny alcohol service at any time.

**See Rental Agent for a copy of the Approved Food Caterers and Alcoholic Beverage Permitted Caterers Policies, Procedures & Kitchen Use Polices.*

CANCELLATION AND/OR CHANGE OF EVENT DATE FEES:

Any Applicant canceling an event or changing their event date will be eligible for a refund of fees paid according to the following schedule.

- Community Room and Multi-Use I or II: 100 or more calendar days prior to the event – Full Refund
30-99 calendar days prior to the event – 50% Refund
Less than 30 calendar days prior to the event – No Refund

- All Other Rooms: 30 or more calendar days prior to the event – Full Refund
7-29 calendar days prior to the event – 50% Refund
Less than 7 calendar days prior to the event – No Refund

Exception to cancellation fees: The Town has the sole responsibility of determining the conditions in which the facilities will or will not be available for usage during inclement weather. In the event of a snow storm or severe inclement weather or other Town emergency in which the Town deems necessary to close, the contract fee and cancellation fee would be waived.

FUNDRAISING ACTIVITIES:

If building use is for a fundraising event, the following conditions must be met by the Building User. The Building User certifies that all proceeds from the event will be used for a recognized educational, civic, or charitable purpose. The Building User will inform the Human Services Department of the proposed fundraiser, which will determine the appropriateness of the function as defined by the Town’s policy. When admission is charged to an event using Town facilities, the Building User will be responsible for the collection and payment of any and all taxes on admission and will account for any tax due by filing the necessary State of Connecticut forms and paying any applicable taxes to the State. Non-profit users charging admission may be exempt from tax requirements, if they make application for exemption through the Connecticut State Tax Department.

CONDUCT AND SAFETY:

The Building User is responsible for the conduct of all participants and/or guests. The Building User and/or their representatives must remain on the premises throughout the function and must maintain control at all times. The number of required representatives will be designated by the Human Services Department. Names and addresses of all designated persons in charge must be submitted with the application, and they will be held responsible for the conduct of the participants and any property damage. Town staff members are not supervisors of children or adults. Parties involving large numbers of youth will require an appropriate number of chaperones which will be set forth by the Town. The Town reserves the right to remove from the premises any person or persons whose activities are detrimental to the health and safety of the community or the condition of the premises.

PROHIBITED USES:

Activities which will not be permitted include, but are not limited to activities which are unlawful in nature and/or activities which are inconsistent with the health and welfare of the general public and/or the policies delineated by the Town of Glastonbury.

LIABILITY AND INSURANCE:

Building Users, not included under the Town of Glastonbury’s Blanket Liability insurance coverage, will be required to furnish evidence of insurance coverage no later than 60 business days prior to the event, meeting the Town’s requirement for Commercial General Liability in the amounts/limits established by the Town. The Town of Glastonbury, its employees and agents, shall be listed as an Additional Insured. Building Users have the option to purchase a Tenant User Liability Insurance Policy through One Beacon Insurance Company (see Schedule D.)

Insurance must be placed with carriers approved in the State of Connecticut and with a minimum A.M. Best Rating of A-/VIII. All carriers are subject to approval by the Town of Glastonbury. Coverage must include Comprehensive General Liability including Premises & Operations, Products & Completed Operations, Personal Injury, Contractual Liability and Independent Contractors. Minimum limits for Bodily Injury and Property Damage are as follows:

- \$1,000,000 Per Occurrence
- \$1,000,000 Aggregate
- \$50,000 Fire Damage

FAILURE TO COMPLY:

Failure to comply with this policy and all applicable procedures, rules and regulations related to the use of the building and grounds may lead to one or more of the following actions by the Town of Glastonbury: immediate removal of the individual and/or group of individuals responsible for the conduct without a refund of fees charged for use; notification to Glastonbury Police Department, loss of any or all deposits charged for building use; denial of future use privileges for the individual or organization; and/or fee assessment to cover any damages or loss of income/usage of the building to the Town.

I, _____, representing _____, have received, read, understand and agree to comply with the Town of Glastonbury’s Riverfront Community Center’s Use Policy.

Signature: _____ Print Name: _____ Date: _____

INDEMNIFY:

The Building User agrees to indemnify and hold harmless the Town of Glastonbury, its employees, agents and representatives, from and against all claims of whatever nature arising from any act, omission, or negligence of the Building User or of the Building Users contractors, licensees, invitees, agents or employees or arising from any accident, injury or damage resulting from an act or omission on the part of the Building User, its contractors, licenses, agents, employees or invitees. The Building User also agrees to indemnify the Town of Glastonbury, its employees, agents, and representatives for reasonable attorney fees and costs incurred as a result of any action or omission subject to this paragraph.

I, _____, representing _____, do hereby certify that I have read, understand and agree to abide by the guidelines, regulations and instructions governing the use of the Town's property, and agree to be held responsible for the facilities and property entrusted to me (us). I realize that I must be approved by the Town Manager or his designee if I am to serve as the responsible party for this use. I further agree to hold the Town of Glastonbury harmless for any loss and/or liability arising from my (our) use of the building and facilities.

Signature: _____ Organization: _____

Print Name: _____ Title: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

TOWN OF GLASTONBURY CONTRACT APPROVAL:

Rental Agent, Riverfront Community Center
Town of Glastonbury

Date: _____

Return signed contracts to:
Kristen Michaels, Event and Banquet Facility Manager
Town of Glastonbury, Parks & Recreation
OFFICE: 2143 Main St, Glastonbury, CT 06033
MAIL: 2155 Main St, PO BOX 6523, Glastonbury, CT 06033
FAX: (860) 652-7691
EMAIL: kristen.michaels@glastonbury-ct.gov