



Town of Hampton, Connecticut

Incorporated 1786

### 2023 Community Center Rental Contract

Name (s): \_\_\_\_\_ Group: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Event Name: \_\_\_\_\_ Public or Private: \_\_\_\_\_

Date(s): \_\_\_\_\_ Frequency (once, weekly, monthly): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Add Clean-up: \_\_\_\_\_ Est. Attendance \_\_\_\_\_

Event involves (circle all that apply): **Outdoor Restroom Facilities Only** **Kitchen** **Upper Level** **Lower Level**

Will you be using a caterer for your event? Yes \_\_\_ No \_\_\_

**Rental Fee:** \_\_\_\_\_ **Additional Fees:** \_\_\_\_\_ **TOTAL:** \_\_\_\_\_

All rentals include use of the outdoor area. If your event involves our kitchen facilities, please note that the community center does not provide food-warming equipment. If you will be using a caterer, you must provide us with a list of your caterer's Certificate of Liability Insurance for you event. We must also have a copy of your liquor license on file, should you event require one.

#### TERMS

Renter agrees to leave a \$200 key deposit and a \$500 facility deposit in the form of two separate checks made payable to the Town of Hampton. These will be destroyed or returned after the event. Renter also agrees that the Rental Fee will not be refunded if the event is canceled within 30 days of the event.

Renter agrees to clean facility and remove all trash after event or purchase additional cleaning services from the Town of Hampton at the time of booking. This is extremely important as there is not regular trash pick-up at the grange so we rely on our renters to remove what they bring in.

Renter agrees to return key promptly to the First Selectman's Office after the event at their earliest convenience. Hours of operation are: *Tuesdays 9 a.m. – 4 p.m. and Thursdays 10 a.m. – 7 p.m.*

Renter agrees to indemnify the Town of Hampton and its employees, volunteers, and officials from and against all damages, loss, claims, suits, fines, liabilities, costs and expenses (including but not limited to, reasonable attorney's fees) arising out of, or in connection with, damage to property or injury to persons (including death) which arise out of renter's use of the Facility, including any acts or omissions of Renter, his/her agents, contractors, employees, invitees, and/or subcontractors. Renter shall provide the Town of Hampton with immediate notice of any injury or damage to property in or around the Facility of which it is aware, by calling 860-455-9132 Ext. 2, or by emailing [adminasst@hamptonct.org](mailto:adminasst@hamptonct.org) and/or [firstselectman@hamptonct.org](mailto:firstselectman@hamptonct.org) .

**Signature of Renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Town Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_