

# 2013 Hampton Community Center Rental Agreement

Date of Application			
Rental Fee		Amount	
Security Deposit		Amount	\$200.00
Key Deposit		Amount	\$100.00

Date of Event: \_\_\_\_\_

Name of Event \_\_\_\_\_

### RENTER INFORMATION:

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address, Town, City, Zip: \_\_\_\_\_

Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Expected set-up and break-down/clean-up time needed:

Do you need to hire the Town's cleaning crew to clean up after your event?

YES

NO

(Please note that by not choosing to utilize the Town's cleaning crew, you **MUST** clean the facility yourself)

Expected Attendance: \_\_\_\_\_

**Which areas do you need to rent? (circle all that apply)**

Please note: If you are renting only a portion of the building, another area may be rented to another group.

Upper Level      Lower Level      Kitchen      Outdoor only with access to bathrooms

If you need the kitchen for your event, will you be using a caterer or preparing your own food?

\_\_\_\_\_ Using Caterer      \_\_\_\_\_ Preparing own

(In either case, please note that the Community Center does not provide cooking or warming equipment)

(Please refer to our list of approved caterers; if your caterer is not on the list, please let us know)

Caterer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Contact person: \_\_\_\_\_

You must provide us with a copy of your caterer's Certificate of Liability Insurance prior to your event.

Will you be serving liquor?      YES                              NO

(If yes, you must provide us with a copy of your liquor license)

Do you want your event posted on the Town of Hampton's website and its events calendar? (circle one)

**Yes**

**No**

**FEES:**

**The Rental Fee for your event is:** \_\_\_\_\_

**Please make check payable to:** Town of Hampton and note in the memo "CC Event"

A Key Deposit of \$100 and a security deposit of \$200, (separate checks please made payable to "Town of Hampton") are due prior to your event. Your checks will be sent back to you after your event, or you may choose to have them shredded by the Administrative Assistant in the First Selectman's Office.

**The Fee to hire the Town's cleaning Company for your event is:** \_\_\_\_\_

**Please make check payable to:** Town of Hampton and note in the memo "cleaning"

**INDEMNITY:**

Renter agrees to indemnify, defend and hold harmless the Town of Hampton and its employees, volunteers, and officials from and against any and all damage, loss, claims, suits, demands, actions, fines, damages liabilities, costs and expenses (including, without limitation, 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, to, or around the Facility of which it is aware, by calling **860-455-9132 Ext. 2**, or by e-mailing **adminasst@hamptonct.org** or **firstselectman@hamptonct.org**

**NOTE:** A representative of the Town will be touring the building after your event to ensure that you have left the facility clean and in good repair.

**SIGNATURE OF RENTER:**

**DATE:**

**SIGNATURE OF TOWN REPRESENTATIVE:**

**DATE:**

If you have any questions or concerns, please call the First Selectman's Office at 860-455-9132 Ext. 2 Office hours are Tuesday 9a.m. to 4p.m. and Thursday 10a.m. to 7p.m.