

SPACE RENTAL APPLICATION INSTRUCTIONS AND FORMS

- Handy Renters Checklist -

Thank you for your interest in the Edmond Town Hall. We have compiled this handy checklist to help you secure the rental space you need for your event. Please be sure to submit the following items to the Edmond Town Hall Board of Managers Office before your event. You may mail, email or fax your completed rental forms. **We cannot guarantee a reservation without payment and completed forms.**

1. **Application**, completed and signed (Page 1 of rental packet.) **ALL renters must provide this form.**
2. **Non-refundable rental fee for your space. Find the appropriate rental fee listed on the Rate Sheet on Pages 9 - 10 and include this amount** with your application. If you wish to pay by credit card, please call 203.270.4285.
3. **Hold Harmless Agreement** (Page 3), submit completed and signed along with your application. All renters must submit this form. **All renters must provide this form.**
4. **Refundable security deposit** payment is due 30 days before event. (Amount varies based on event and room, see Rate Sheet on Pages 9 - 10.) **All renters must provide.**
5. **Certificate of Insurance (COI)**, submit 30 days before your event. **All renters must read and follow Pages 4 and 5 for instructions** and for a sample COI that you can send to your agent if you wish.
6. **If renting the Alexandria Room**, submit **signed Alexandria Room Regulations** form (Page X) **and also Floor Plan** (Page 13) along with application, hold harmless agreement and insurance information.
7. **If renting the Gym**, submit **signed Gymnasium Regulations** form (Page 7) along with application, hold harmless agreement and insurance information.
8. **If you have 100 or more guests**, submit registration form and your floor plan to the Newtown Fire Marshall. See forms and contact info attached. (Pages 11 - 12.)
9. **If serving alcohol** at your event, see insurance information to secure appropriate coverage.
10. **If serving food to the community or the public**, you must submit a health form. Contact Health Department at (203) 270-4291.

If you have any questions, please contact Sheila Torres at (203) 270-4285 or email rentals@edmondtownhall.org

EDMOND TOWN HALL
Board of Managers
45 Main Street
Newtown, CT 06470

Tel: (203) 270-4285
Fax: (203) 270-4287
Email: edmondmgroffice@gmail.com

SPACE RENTAL APPLICATION

Area of Use: ALX GYM LMR OCR MR2 MHR THR KTN

Date of Use: _____ **Hours:** _____ **Activity:** _____

Organization: _____ **Email:** _____

Person in Charge: _____ **Phone:** _____

Email Address: _____ **Fax:** _____

Address: _____

Your **non-refundable** rental fee is due **upon booking your reservation**. (Please see Page 9 for rental rates and room capacity, then check-off below next to your desired rental.)

___ Alexandria Room without Kitchen

___ Gymnasium

___ Alexandria Room with Kitchen

___ Meeting Room: LMR/OCR/MR2

___ China/Utensils/Glasses

___ Theatre

___ Rehearsals

___ Other

Checks should be made payable to: ETH, Board of Managers. See attached rate schedule on page x for the correct amount. The Board reserves the right to change the rate schedule without notice.

A separate fee for the damage/security deposit of \$200 or \$50 is due 30 days prior to your reservation date. At that time you will also need to provide a **certificate of insurance**. See page 4l.

This facility closes at 11 p.m. The security deposit will be returned, provided the facility is left clean and the time constraints are adhered to. The deposit will be returned or forfeited at the discretion of the Edmond Town Hall administration.

Please check all that apply below:

1. Will food be served to the public or is this a private event?

Private Event _____ Public Event _____ (Yes, members of the public are invited)

Please initial next to each of the following items that you have provided:

___ Provide certificate of insurance for my event. See page 5

___ Submit Event Registration to Fire Marshall, if your event has 100 or more people. See page 11

___ Provide a Newtown Health Department Form, if you answered "yes" to question number 1 above. Contact the Health Department at (203)270-4291.

Please Turn Page

EDMOND TOWN HALL SPACE RENTAL APPLICATION
IMPORTANT
INDEMNITY HOLD HARMLESS AGREEMENT

The Town of Newtown is pleased to be able to offer the Edmond Town Hall for rental to our residents and other local companies and entities.

The Board of Managers of the Edmond Town Hall of the Town of Newtown works very hard to maintain this facility to ensure that it is a clean and safe place available for the enjoyment of all our residents.

It is an unfortunate reality that injuries do sometimes occur while the premises are rented to others.

The Edmond Town Hall Board of Managers and the Town of Newtown do not provide supervision over the activities or events that take place during a short term rental of their facility. To that end, it is not the intention of the Town of Newtown to assume liability for bodily injury that might occur during a short term rental. Instead, it is the intent of the Town of Newtown to transfer liability by contract to the individual or entity that is renting the facility. Additionally, the Town of Newtown has specific insurance requirements that must be adhered to (See Page 4).

Accordingly, please read the following Indemnity/Hold Harmless Clause:

DEFINITIONS:

1. Lessee: The person or entity requesting to rent the facility.
2. Landlord: The Town of Newtown, Borough of Newtown and all elected or appointment boards and commissions and authorities, officials, directors, officers, employees and volunteers, all when acting or deemed to be acting within the scope and performance of their duties.
3. Premises: The facility that is the subject of the rental.
4. Term: The time during which the facility is rented to the lessee.

Lessee will indemnify and hold the Landlord harmless from all claims arising from or in connection with (i) the rental, leasing, occupancy or use of the Premises, or any condition created in or about the Premises during the Term; (ii) any act, omission or negligence of Lessee or the partners, directors, officers, agents employees or invitees of the Lessee; (iii) any accident, injury or damage whatsoever occurring in or at the Premises. Lessee hereby expressly indemnifies Landlord for the consequences of any negligent act or omission of Landlord, its agents, servants and employees. Unless such act or omission constitutes gross negligence or intentional misconduct.

My signature below will serve as proof that I have reads all of the above information and fully understand the intent of the Indemnity/Hold Harmless Agreement.

Name of Individual or Entity Requesting Rental

Signature

Date:

**EDMOND TOWN HALL SPACE RENTAL APPLICATION
TOWN OF NEWTOWN
INSURANCE REQUIREMENTS FOR EDMOND TOWN HALL**

1. Insurance requirements for companies, businesses, church groups, social clubs, civic organizations:

Fortunately, most businesses, churches, etc. already have in place an insurance policy that can be easily modified to provide coverage for your event. The policy is called a Commercial General Liability (CGL) policy.

1. If your entity currently has in place a CGL policy:

Contact your insurance agent and have them issue a Certificate of Insurance (COI) identical to the example attached on Page 5. Please tell your agent that if the information contained on the COI they issue on your behalf differs from the example attached, please explain in writing.

2. If your entity does not currently have in place a CGL policy:

You will be required to purchase a one-day Participant Accident Insurance Policy. This can be purchased through the Town of Newtown through CIRMA which underwrites a Tenant User Liability Insurance Program (TULIP) which allows renters to purchase insurance per event or on a per day basis. The directions for accessing the application for insurance are below:

Below are the **insurance options** that you can use for your Edmond Town Hall event rental. Also attached on Page 5 is a sample insurance certificate. This demonstrates our insurance requirements so that you know what coverage you need regardless of what company you choose to use.

The first insurance option is TULIP, a municipal insurance company available through this link: www.ebi-ins.com/tulip

When you use the TULIP site, you will be asked to enter the following **Venue ID**: 0501-130. This will bring up the venue: "CT - Town of Newtown/Newtown Board of Education." Click on "Next" button at bottom of the page and you will be asked to answer a series of questions. At the end, you will be given a price quote and an opportunity to purchase the insurance. Be sure to mail or email us the insurance certificate you receive after your purchase. This certificate is due 30 days before your event.

The second insurance option is: <http://www.privateeventinsurance.com/>

Please be sure to use the same coverage as is listed on the sample certificate on Page 5. **If there will be alcohol at your event**, be sure to get the additional liquor liability insurance.

If you have commercial liability insurance through your business or organization, please request a certificate of insurance from your agent naming Edmond Town Hall as the "additional insured" with the coverage as outlined in the directions and sample certificate on Page 5. Send the certificate to us 30 days before the event.

TENANT USERS LIABILITY INSURANCE

CERTIFICATE BINDER - THIS IS A SAMPLE CERTIFICATE

THIS CERTIFICATE/BINDER REPRESENTS A SUMMARY OF THE INSURANCE PROVIDED. INSURANCE PROVIDED IS SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

Date: 1/5/2015 2:14 PM
Certificate Number: 63956
Broker: Hub International New England
Tenant User: EBI Insurance/Sheila Torres
Event Title: Emily's Birthday Party
Type of Event: Birthday Parties
Daily Attendance: 27
Period of Insurance: 01/16/2015 12:01 AM To 01/17/2015 12:01 AM

Policy #1 **GL00565-05**
 Insurance Company: Atlantic Specialty Insurance Company

<u>Coverage</u>	<u>Limits</u>
General Agg.	None
Products Completed Ops	\$1,000,000
Personal/Adv. Injury	\$1,000,000
Each Occurance:	\$1,000,000
Fire Damage:	\$50,000

Medical Payments: Excluded

Policy #2 **PF00493-04**
 Insurance Company: Atlantic Specialty Insurance Company

<u>Coverage</u>	<u>Limits</u>	<u>Deductible</u>
Third Party Property Damage:	\$1,000,000	\$1,000

Premium Computation

General Liability	\$77.00
Liquor Liability	\$0.00 You MUST acquire liquor liability if there is alcohol at your event.
Third Party Property Damage	\$26.00
Excess Liability	\$0.00
Total Premium	\$103.00
Total Fees	\$0.00
Total Due	\$103.00

Certificate Holder/Additional Insured National League of Cities
 1301 Pennsylvania Ave. NW
 7th Floor
 Washington, DC 20004
 CT - Town of Newtown & Newtown Board of Education
 3 Primrose Street
 Newtown, CT 06470

To obtain a complete copy of the policy with the terms, conditions and exclusions of the policy, you must contact us at: tulip@ebi-ins.com or (800) 507-8414.

EDMOND TOWN HALL SPACE RENTAL APPLICATION

ALEXANDRIA ROOM USE REGULATIONS

We welcome you to the Edmond Town Hall. In order that this building may be enjoyed by all, we ask that you observe the following:

Maximum Number of People: 105 seated at tables
 150 auditorium style
 225 standing

1. Music must be kept at a reasonable level.
2. Do not use tape/signs on floor, walls, woodwork.
3. No machines – fog, bubbles, smoke, etc.
4. Do not SLIDE tables or chairs across the floor.
5. Candles permitted if contained. (floating, votives, glass hurricanes, etc.)
6. Room should be left clean, as you originally found it. Check floor and sweep if necessary.
7. Garbage should be placed in appropriate bins and may be left in pantry area.
8. Kitchen is an additional fee.
9. Teenage/children parties:
 - a. Adequate supervision at all times
 - b. Monitor restrooms CLOSELY
 - c. One adult per 10 teenagers
 - d. Guests are to remain in the Alexandria Room, not in the stairwells or hallways

The management reserves the right to “SHUT DOWN” any party not abiding by these requirements.

*** A partial or full refund of the deposit is solely at the discretion of Edmond Town Hall management.***

Name

Date

Signature

EDMOND TOWN HALL SPACE RENTAL APPLICATION

GYMNASIUM USE REGULATIONS

We welcome you to the Edmond Town Hall. In order that this building may be enjoyed by all, we ask that you observe the following:

Maximum Number of People: 286 Tables & Chairs
400 Chairs Only
613 Standing Only

1. No machines – fog, bubbles, smoke, etc.
No strings of lights
No skateboards or bicycles
No tape on floor.
Do not sit on tables. Tablecloths required for coloring/crafts
Do not climb or sit on window sills or ballet bar
Do not adjust window blinds
2. FIRE CODE: All doors must remain closed at all times. Do not prop doors open.
3. NO SMOKING in the building
4. Music must be kept at a reasonable level
5. Adequate adult supervision at all times:
 - a. One adult per 10 guests
 - b. Monitor restrooms CLOSELY
 - c. Guests are to remain in the Gymnasium, not in the stairwells, hallways or outside the building.
6. Guests are expected to behave themselves while in the building and on the grounds.
7. Please make sure your guests are aware that the event is INSIDE the gymnasium, not anywhere else inside or outside the building.
8. The Gym must be left clean, garbage bagged and floor swept. Tables and chairs must be put away.

The management reserves the right to “SHUT DOWN” any party not abiding by these requirements. A security deposit of \$200 may be requested.

*** A partial or full refund of the deposit is solely at the discretion of Edmond Town Hall management***

Name

Date

Signature

EDMOND TOWN HALL SPACE RENTAL APPLICATION

THEATER USE REGULATIONS

We welcome you to the Edmond Town Hall. In order that this building may be enjoyed by all, we ask that you observe the following:

1. No blocking of fire doors at any time. Any chair, table or display used in the front lobby must not block any of the fire exits.
2. No smoking in the building. Smokers may use the smoking area and ash dispenser outside the building at the bottom of the front stairs.
3. As a Theater renter, you have use of the theater dressing rooms. Use of other rooms/spaces is subject to approval and additional rental fees.
4. You must submit an Event Registration form to the Office of the Fire Marshall (See pages 11 – 12). If you plan to have tables or displays, you must include with your registration form a floor plan showing the location of the displays.
5. This building closes at 11 PM. Audience and equipment must be out of the building by that time. Additional time will be charged at the rate of \$45 per hour.
6. When loading equipment you must return the loading cart to the ground level next to the elevator immediately after unloading so that it is available for use by other renters.
7. **You must be careful to not touch or damage the movie screen on stage. You will be responsible for replacing a damaged screen at a cost of \$10,000.** We will have you or your representative sign a screen-check form before and after each use.
8. Before leaving, all light and sound cabinets must be locked and you must return all light and sound equipment and keys to building staff inside of the blue plastic storage box.
9. Remove all items that you brought with you. **Edmond Town Hall is not responsible for ANY items left behind. We cannot store items and left items will be discarded.**
10. Do not have any food on stage or backstage. Water must be in plastic bottles with a lid and must be kept on side table. **Never put any water or any other liquid or food near or on top of the lighting board, sound board other equipment or piano.**
11. **Do not sit, stand or place food or liquid on the piano.** Use only the four theater dressing rooms for costume changes. Main level bathrooms cannot be used for this purpose.
12. Failure to abide by these regulations could result in closing down of the event. You will be responsible for any damages caused by you, your crew or members/guests of your party/event. You will be responsible for payment of replacement of the screen.

Your Signature

Date

Printed Name

Event/Production Dates

Edmond Town Hall
Day Rentals – Rate Sheet

Alexandria Room		Non Profit¹	
Special Events	Room only** (2-11pm)	\$ 275	\$247.50 (9-11pm)***
	Room, kitchen no china	\$ 425	\$382.50
	Room, kitchen, china* full day 9-11pm***	\$ 500	\$450
Kitchen Only	Sunday through Thursday, when available		\$30/hr.
Weddings-	2 days, one set-up and one event/clean-up day	\$ 1075	N/A
	<i>Balcony Buyout</i> (Private 2 nd floor event add: \$150.00)		\$135
Meetings			
	Room only	\$ 45/hr.	\$40.50/hr
	Room and kitchen	\$ 65/hr.	\$58.50/hr
Funeral			
	Room only** (when available)	\$ 190 (4 hrs)	N/A
	Room and kitchen (when available)	\$ 290 (4 hrs)	N/A

General Meeting Rooms		Non Profit¹	
Social groups, lessons and meetings		\$30.00/hr.	\$27
Parties	3 hour min	\$30.00/hr.	\$27

Gymnasium		Non Profit¹	
Sports and general use		\$ 35/hr	\$31.50
Parties	3 hour - minimum (Includes set up/event/clean up)	\$105	
Evening events	(5 hours max. btw 5:00 -11:00 pm)	\$300	\$270
Group shows (all day)	7am (load-in), 7pm (out)	\$600	\$540

\$ 200.00 security deposit per event/group shows

\$ 50.00 security deposit for parties in general meeting rooms

* China package includes, 5 pc China place setting, wine and water glasses.

** Includes prep room and pantry for set-up and utility sink access.

*** Building closes at 11 pm. After 11 pm, additional hours billed @ 45.00 per hour.

¹ Documentation of **Non-Profit status for income tax purposes** required with signed contract

Rental fees are due at time of booking. The security deposit of \$200 for Alexandria Room and large events or \$50 for general meeting rooms, shall be made 30 days before the event and will be returned to the renter following a satisfactory inspection within 15 days after the event. Cleaning and repair costs for any damage will be deducted from the security deposit.

Renters are responsible to: 1) leave the room in broom clean condition; 2) close all garbage bags before leaving; and, 3) clean and put away the china and flatware, if used.

- Please Turn Page -

Edmond Town Hall

Day Rentals, page 2

Theater		Non Profit¹
Monday - Thursday	\$ 1,500	\$1350
For events scheduled from 6 PM – 11PM, includes set-up during the day.		
Friday - Sunday	\$ 2,600	\$2340
For events scheduled from 6 PM – 11PM, includes set-up during the day.		
Corporate Meetings (Hourly fee \$62.50 up to 4 hours)	\$ 250	\$225
Birthday Party (For 4 hours, movie included)	\$ 250	\$225

Please Note: The above rates shall be in effect until June 30, 2018. Events which are scheduled to take place after that date are subject to the rate in effect when the event takes place regardless of when booked. Also, ability to rent Theater space is determined on a case-by-case basis. Movie screenings take precedence.

\$ 200.00 security deposit per event/group shows

Optional Rentals		Non Profit¹
Alexandria Room Dressing Rooms , Male and Female each	\$50 each	\$45
Chafing Dishes each	\$25 each	\$22.50
Microphones (Alexandria Room) wireless hand-held and lavalier both	\$25 for both	\$22.50
Speakers (to stream music, etc.) both	\$25 for both	\$22.50
Projector	\$15	\$13.50

¹ Documentation of **Non-Profit status for income tax purposes** required with signed contract

- End -

4 Fairfield Circle South
Newtown, Connecticut 06470

Tel. (203)270-4370
Fax. (203)270-1528



TOWN OF NEWTOWN
Office of the Fire Marshal

Event Registration Form

An event registration form must be completed by an application in connection with any event to be held at Newtown schools or municipal or other public buildings- indoors or outdoors.

The form must be submitted immediately upon scheduling the use of any said venues and must be dropped off at this office, faxed or mailed.

A floor plan or layout is required showing location of activities, booths, displays and etc..

The applicant must arrange for an inspection and approval by the Fire Marshall prior to opening of the event. Please call this office Monday through Friday, 8:00am to 4:30pm. Thank you for your cooperation.

Note:

It may be necessary to obtain permits from the Building Department if electrical work is required for lighting of displays, receptacles for appliances, etc., and/or if a check with the building official- also located in this building- regarding your particular needs.

3 Primrose St.
Newtown, Connecticut 06470

Tel. (203)270-4370
Fax. (203)270-1528



TOWN OF NEWTOWN
Office of the Fire Marshal

Event Registration Form

Name of organization: _____

Contact person: _____ **Phone:** _____

Event location: _____

Area to be used (*gym, cafeteria, etc.*) _____

Date (s): _____

Time (s): _____

Type of event: (*craft, antique show, recital, reception, etc.*) _____

Expected occupancy load: _____

Special uses: _____

Cooking: _____

Location: _____

Displays: _____

Type: Combustible _____ **Non-Combustible:** _____

Submit a floor plan showing proposed location of activity, exits, etc. (If no displays or changes in building, floor plan is not required.) You must fax or mail this form to the Fire Marshall's office. Their phone and fax numbers are listed above.

EDMOND TOWN HALL - ALEXANDRIA ROOM (45' X 35')
Capacity: 150 with chairs, 105 with tables & chairs

BUTLER'S PANTRY: (28' X 8') in back of room and in front of kitchen. Space included with the room rental. May be used for food prep or buffet space.



